

Kamloops Women's Soccer League Bylaws



Revised Fall 2025

PART 1 – MEMBERSHIP

1. A member shall be any woman or person who gender identifies as a 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, or person who gender identifies as a woman without regard to race, ethnic origin, age, nationality, sexual orientation, or religious conviction who qualifies as a player under the bylaws of this Society.
4. Each member shall follow the Bylaws and Rules & Regulations of KWSL without fail to ensure continued eligibility for the team and its players.
5. The KWSL shall be a member of the British Columbia Soccer Association and shall be subject to the published bylaws, Rules, Regulations and Policies in declining order of authority of the following governing organizations:
 - a. FIFA
 - b. The Canadian Soccer Association
 - c. British Columbia Soccer Association

PART 2 – TENURE OF MEMBERSHIP

1. 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.
2. Every member must uphold the Constitution and comply with these bylaws.

PART 3 – BOARD OF DIRECTORS

1. The Board of Directors shall consist of no more than ten (10) directors who must be in good standing.
2. The Board of Directors shall elect from amongst themselves the following:
 - a. President
 - i. The President shall:
 1. be the Chief Executive Officer of the KWSL;
 2. schedule and chair all League and Board of Director meetings;
 3. exercise supervision and provide guidance over the affairs of the KWSL;
 4. Ensure finances are managed responsibly with Treasurer;
 5. Ensure compliance with Bylaws, Rules & Regulations, policies, and legal requirements;
 6. responsible for decisions regarding weather and smoke decisions;
 7. review game reports and escalate issues to Kamloops Soccer Referee Association;

8. review Bylaw or Rules & Regulations updates after each AGM or Special meeting before filing occurs;
 9. be an ex-officio member of all committees;
 10. sign all official documents of the KWSL; and
 11. represent the League to any other organizations.
- b. Vice president
- i. The Vice president shall:
 1. assist the President to conduct her duties;
 2. Read game reports and Kamloops Soccer Referee association invoicing and forward issues and fines to Liaisons and/or Scheduler and/or Treasurer;
 3. Forward complaints and sanctions to the Commissioner;
 4. Updated Bylaw or Rules & Regulations updates after each AGM or Special meeting;
 5. in the event of the President's absence, shall perform all the functions of the President; and
 6. assist the other members of the Board (particularly the Scheduler & Stats/Website Manager) to complete their duties as required.
- c. Secretary
- i. The Secretary shall:
 1. give notice of all meetings to the persons entitled thereto;
 2. keep minutes of all meetings;
 3. organize and oversee voting at AGMs and Special Meetings;
 4. receive new member Board Member contact information and file Society Annual Report;
 5. oversee all general correspondence;
 6. Organize year end awards, bursaries, and scholarships;
 7. update social media; and
 8. File the Bylaws or Rules & Regulations after each AGM or Special Meeting as required.
- d. Treasurer
- i. The Treasurer shall:
 1. keep a full and accurate account of receipts and disbursements in books belonging to KWSL;
 2. deposit all monies and other valuables in a chartered bank or trust company as designated by the Board of Directors. No monies shall be withdrawn from the bank or trust company without two of three signatures of signing authorities (President, Vice-President, and Treasurer); and
 3. render a financial statement to the Board at the end of each quarter of the calendar year and at the Annual General Meeting.

e. Division Liaisons (3)

i. Division Liaisons shall:

1. oversee all communication within their Division as well as player registrations including team rosters (as per BC Soccer requirements), fee collection as required, and reconciliation of these with the Treasurer before the season play begins;
2. ensure draft procedures are followed according to draft guidelines and that those women on the draft are informed of the outcome; and
3. compare the previous closed rosters for all that Division to confirm the rosters contain registered and eligible players prior to the season starting, and then to reflect changes for the duration of the season.
4. The spare list will be operated by the Over 35 Liaison

f. Scheduler

i. The Scheduler shall:

1. design a game schedule that meets the format for the soccer season as decided upon by the League;
2. provide the League with the schedule in a timely and organized manner;
3. work with Senior Soccer Leagues within the City and the Parks department to secure adequate fields for the League;
4. secure appropriate field permits from the City for these fields;
5. provide copies of these permits to each Team Rep;
6. ensure that proper insurance requirements are forwarded by the Treasurer to the city in a timely manner. (Field permits are not issued until proof of insurance is submitted);
7. consult with the Kamloops Soccer Referee's Association for the purpose of scheduling referees for all League games;
8. notify the League and the referee's association of any changes to the schedule;
9. review the referee's monthly bill to ensure accuracy prior to submitting the bill to the Treasurer for payment; and
10. forward all League field concerns to the City.

g. Stats/Website Manager

i. The Stats/Website Manager shall:

1. in conjunction with the Board of Directors, develop a strategy to promote the League in the coming year;
2. advertise and promote League registration;
3. encourage ongoing media coverage of the League;
4. function as the media liaison for the League;
5. attend all Board meetings;
6. provide each team with game reporting forms for each regular season game;

7. get game results information from each team following each regular season game;
 8. obtain the official referee's copy of the game reporting form to verify the game result information supplied by each team;
 9. record this information for the purpose of determining each team's placement in overall League standings;
 10. report game results to the media in a timely fashion;
 11. determine at year end the final League standings as per League rules and statistics; and co-ordinate year-end awards.
- h. Commissioner:
- i. The Commissioner shall:
 1. be appointed by the Board of Directors following a review of applications submitted for the position. This appointment is distinct from typical Board appointments and is based on qualifications relevant to disciplinary governance and impartial adjudication;
 2. not hold voting rights on general Board matters. However, the Commissioner shall have full participatory and voting rights on issues specifically related to discipline, misconduct, and appeals;
 3. uphold the Laws of the Game, the Bylaws, Rules and Regulations, and Policies of the Kamloops Women's Soccer League (KWSL), and the discipline standards and procedures as set out by BC Soccer. This includes ensuring fair, consistent, and timely handling of all disciplinary matters, misconduct reports, and appeals;
 4. serve as the primary point of contact for all matters related to discipline. All correspondence, documentation, and communication regarding disciplinary issues shall be managed by the Commissioner, in accordance with BC Soccer's confidentiality and procedural standards.
 5. When deemed necessary and appropriate, propose the formation of a Discipline Committee to the Board of Directors. Upon approval, the Commissioner shall assume the role of Chair of the Discipline Committee and oversee its operations, ensuring impartiality and adherence to BC Soccer's judicial guidelines.
 6. ensure that all disciplinary proceedings are conducted in accordance with the principles of natural justice, including the right to fair hearing, impartiality, and consideration of mitigating and aggravating factors.
 3. maintain accurate records of all disciplinary actions, hearings, and outcomes. Submit regular reports to the Board and ensure compliance with BC Soccer's reporting requirements. This will be done via attendance at Board Meetings or via email.
 4. A director must act honestly, professionally, and in good faith and in the best interests of the society, and exercise the care, diligence and skill of a reasonable prudent person, in exercising the powers and performing the functions as a director within a reasonable time frame (e.g. respond to emails that require feedback within three (3) to five (5) business days).
 5. The Board of Directors shall be reimbursed by KWSL funds for out-of-pocket expenses incurred during day-to-day operations of KWSL business.

6. No member of the Board shall be a paid employee of KWSL. In lieu of services, Board members shall have their League fees waived for the term they serve. League fees cannot be deferred to any other year (i.e., in the event of injury).

PART 4 – POWERS OF THE KWSL BOARD OF DIRECTORS (“BOARD”)

1. The Board shall decide the size and membership of each division as they see suitable.
2. The Board shall have the power to suspend or expel any active member or team who neglects to pay their fees at the due date, or any member or team who will not respect the bylaws and General Rules of the KWSL. The decision of the Board shall be final.
3. 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.
4. 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

1. Nominations for Directors may be submitted in writing prior to the Annual General Meeting or in person at the door before the meeting is called to order. Written nominations must include confirmation that the nominee is willing to stand for election if nominated. Once the meeting has commenced, all nominations shall be declared closed.
 - a. Nominations from the floor during the meeting shall not be permitted. If the number of nominations received prior to the meeting is insufficient to fill the upcoming Board vacancies, nominations from the floor will be permitted at the end of the meeting.
2. All newly elected Directors shall assume office at the close of the Annual General Meeting following their election.
3. The term of office for each Director shall be two (2) years. To ensure continuity within the League, one-half ($\frac{1}{2}$) of the Board of Directors shall be elected in odd-numbered years, and the remaining one-half ($\frac{1}{2}$) shall be elected in even-numbered years.
 - a. If a Director is elected to fill a vacancy resulting from an early resignation, the individual shall serve a one (1) year term. This one-year term shall be considered full term for the purposes of future eligibility and Board continuity. At the conclusion of this one-year term, the Director must be nominated and stand for election in the next scheduled election cycle to continue serving on the Board. No Director may serve more than three (3) consecutive terms (six years total). A Director who has served three (3) consecutive terms must allow a minimum of one (1) full term (two years) to pass before being eligible to stand for election again. A partial term served to fill a vacancy shall be considered a full term for the purpose of calculating consecutive service.
4. Any vacancies which may occur on the Board of Directors because 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. The newly elected Officer shall remain in the position for the duration of the original term.
5. No Director of the Board can act as a team representative for KWSL required business (i.e., drafting/attendance at meetings/voting) for the duration of their term.
6. A director may resign their position by submitting a signed letter of resignation to the League.

7. Removal of Director
 - a. A director shall automatically be removed from their position if:
 - i. they cease to be qualified as set out in the Act or these bylaws; or
 - ii. they become, or are discovered to be, an undischarged bankrupt
 - b. A director may be removed from their position by resolution of the Board if:
 - i. they become incapable of performing the business of the League;
 - ii. they are absent from two (2) or more regularly scheduled meetings of the Board in a year without satisfactory reason;
 - iii. they are no longer domiciled in British Columbia;
 - iv. they have failed to properly account for monies or other property belonging to the League;
 - v. they have been found guilty of a criminal offence regardless of whether the offence directly affected the League; or
 - vi. they have been found guilty by BC Soccer of failing to act in accordance with the Conflict-of-Interest Policy and Conduct, Ethics and Discipline Standards and Policy of BC Soccer
 - c. Such removal shall require the Board to give to all Board members, including the subject director, of a minimum of 14 days' notice of a hearing to consider the removal of a director. The subject director will be given an opportunity to present evidence at the hearing. The decision to remove a director must be passed by a minimum two-thirds ($\frac{2}{3}$) majority vote of the directors present at the meeting.
8. All Directors, Officers, and Committee Members of the Kamloops Women's Soccer League (KWSL) shall adhere to BC Soccer's Conflict of Interest Policy and Conduct, Ethics and Discipline Standards Policy, as amended from time to time.
 - a. A conflict of interest is defined as any situation in which a personal, professional, financial, or relational interest may compromise, or appear to compromise, the individual's ability to act impartially in their role within the League.
 - b. All individuals subject to this bylaw must disclose any actual, potential, or perceived conflicts of interest to the Board of Directors in accordance with the procedures for disclosure and recordation set out in the *Societies Act of British Columbia* and the KWSL Conflict of Interest Policy.
 - c. Individuals must recuse themselves from any discussion or decision where a conflict exists. Failure to disclose or appropriately manage a conflict may result in disciplinary action under KWSL and BC Soccer policies.

PART 6 – LEAGUE GOVERNANCE AND INSURANCE

1. The KWSL shall adhere to all F.I.F.A. rules and regulations.
2. The KWSL will affiliate with the BC Soccer Association (B.C.S.A.) and follow B.C.S.A. principles
3. when not in contravention with the Society's Constitution, bylaws, rules, policies, and procedures.

4. The KWSL will register all members with the B.C.S.A. and participate in the players' insurance
5. coverage as provided by the B.C.S.A.
6. The Society may, in the absolute and unfettered discretion of the Directors, purchase separate Director Errors & Omissions Insurance.

PART 7 – FINANCIALS/CAPITAL ACCOUNT

1. Those funds not required for the day-to-day operation of KWSL shall be deposited in an interest-bearing account in the KWSL Bank, known as the KWSL Capital Account.
2. The KWSL Capital Account shall be shown separately on any interim or annual statement of accounts.
3. From year-to-year, signing authority shall be granted to the Treasurer, President, and the Vice President, and two signatures are always required.

PART 8 - MEETINGS

1. 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 General 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 twenty-one (21) 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) KWSL members may submit any motions or amendments to the Board up to fourteen (14) days prior to the Annual General Meeting.
 - 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 the Annual General Meeting will be fined twenty- five dollars (\$25). Should a Competitive or Open Divisions team's bond fall below one hundred and fifty dollars (\$150) or Over 35 Division team's bond fall below fifty dollars (\$50) the team shall be deemed not in good standing and shall be required to restore its bond according to Article 1.7.b.i and Article 1.7.b.ii of the Rules and Regulations within thirty (30) days. Any member registered with a team not in good standing shall likewise be considered 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 Part 8(b)(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. Board of Director Meetings
 - i. The Board shall meet a minimum of seven (7) times a year at a date and time to be determined by the current Board, meet whenever the Presidents deems it necessary, or meet if directed to do so by a majority vote of the Board.
 - ii. 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.
2. The order of business at an Annual General Meeting and/or Special General 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
3. 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 9 - RULES AND REGULATIONS

1. The League shall have Rules and Regulations for the operation and administration of the game of soccer within the League.

2. Amendments to the Rules and Regulations may be made by the voting members at a general meeting of the members. Voting on amendments to the Rules and Regulations shall not be subject to quorum requirements and shall be determined by a majority of those members present at the general meeting. In the event of a tie vote, the Chair shall cast the deciding vote. Where an amendment to the Rules and Regulations is not ratified by a majority of members present at the general meeting, such amendment shall be deemed to have no effect, and the previously established Rules and Regulations shall remain in force.

PART 10 – BYLAW AMENDMENTS

1. Amendments to the Constitution or Bylaws may be proposed by Special Resolution at the Annual General Meeting or at a Special General Meeting convened for that purpose. Amendments shall only be considered if quorum is met and shall be adopted upon receiving a majority vote of at least two-thirds (2/3) or more of the votes cast by members present at the meeting. For the purposes of an Annual General Meeting at which amendments to the Constitution or Bylaws are to be considered, quorum shall consist of at least fifteen percent (15%) of the total membership of the Kamloops Women's Soccer League, present in person. This quorum must include a minimum of three (3) representatives from each team, one of whom shall be the designated Team Representative.
2. For the purposes of a Special General Meeting at which amendments to the Constitution or Bylaws are to be considered, quorum shall consist of at least twenty-five percent (25%) of the total membership of the Kamloops Women's Soccer League, present in person. This quorum must include a minimum of three (3) representatives from each team, one of whom shall be the designated Team Representative
3. The proposed amendment(s) shall be submitted to the KWSL Secretary in writing fourteen (14) days prior to such a meeting. A copy of the proposed amendment(s) shall be sent to members seven (7) days before such a meeting.
4. Only members in good standing or the KWSL Board shall be permitted to propose amendment(s) to the Constitution or bylaws. All such motions must be seconded before advancing to be voted upon.

PART 11 – POLICY AMENDMENTS

1. The KWSL Board holds the authority to review, update, and amend the Policy Manual as necessary to reflect changes in league operations, regulations, or community standards.
2. Policy updates may be initiated in response to:
 - a. Feedback from members, teams, or officials.
 - b. Changes in governing body regulations (e.g., BC Soccer, Canada Soccer).
 - c. Observations or evaluations of league practices and procedures.
 - d. Emerging issues or trends affecting the sport or community.
3. All proposed amendments will be reviewed and approved by the Board through formal motion and vote.
4. Updated policies will be communicated to all members via official league channels and published on the KWSL website.
5. The Policy Manual will be reviewed annually to ensure continued relevance and effectiveness.

PART 12 - INDEMNITY

1. In this Part, “eligible party” has the same meaning as in the Act.
2. Indemnification. Subject to the provisions of the Act, the League shall indemnify an eligible party against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connections with any legal proceeding or investigative action - whether current, threatened, pending or completed - to which that eligible party, by reason of holding or having held authority within the League:
 - a. is or may be joined as a party to such legal proceeding or investigative action; or
 - b. is or may be liable for or on respect of a judgement, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.
3. Advancement of Expenses. To the extent permitted by the Act and these bylaws, all costs, charges and expenses incurred by an eligible party with respect to any legal proceeding or investigative action may be advanced by the League prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the eligible party to repay such amount unless it is ultimately determined that the eligible party is entitled to indemnification hereunder.
4. Indemnification Prohibited. Notwithstanding the above, the League shall not indemnify an eligible party against any costs, charges, and expenses, including legal and other fees, incurred in connection with any legal proceeding or investigative actions, if such eligible party:
 - a. has already been reimbursed for such expenses
 - b. has been judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault or to have omitted to do anything that he or she ought to have done;
 - c. in relation to the subject matter of the legal proceeding or investigative action did not act honestly and in good faith with a view to the best interests of the League or subsidiary; or
5. In the case of a legal proceeding other than a civil proceeding, the individual must not have had reasonable grounds to believe that the conduct in question, for which the legal proceeding or investigative action was brought, was lawful.
6. Non-compliance. The failure of an eligible party to comply with the provisions of the Act of the constitution, or these bylaws will not invalidate any indemnity to which he or she is entitled to under this Part.
7. Deemed Contract. Every eligible party on being elected or appointed will be deemed to have contracted with the League upon the terms of the foregoing indemnities.