

# **Prince George Youth Soccer Association Constitution and Bylaws**

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**May 7, 2018**

- Includes Changes Approved at the 2017 Annual General Meeting for Transition to the Societies Act

### **Article 1 (Name)**

The name of the society shall be the Prince George Youth Soccer Association, also referred to as "PGYSA."

### **Article 2 (Purpose)**

1. To organize and promote soccer in Prince George for boys and girls.
2. To establish teams and leagues at a cost which is universally affordable.
3. To endeavor to deliver a program of comparable quality to anywhere else in British Columbia.
4. To strive for the highest standards in skill, fair play, and sportsmanship.
5. To act as the focal point for Youth Soccer in Northern British Columbia and promote its development in the region.
6. To develop and train referees and coaches to assist in the delivery of a quality soccer program.
7. To foster the development and expansion of the Prince George Soccer Association (PGSA), (Formally known as the Prince George Women Soccer Association (PGWSA) and the North Cariboo Senior Soccer League (NCSL)), to provide a continuing soccer opportunity for graduating youth soccer players.

### **Bylaw 1 (Interpretation)**

In these bylaws and regulations, words importing the singular shall include the plural and vice versa and words importing persons shall include bodies corporate.

Whenever they appear in these laws:

1. "PGYSA" shall mean the Prince George Youth Soccer Association.
2. "Board" shall mean the Board of Directors of the Prince George Youth Soccer Association.
3. The words "voting member in good standing" shall be as defined in Bylaw 2 and in accordance with the voting rights as defined in Bylaw 2.
4. "Ordinary Resolution of the Board" shall mean a resolution passed by a simple majority of the elected Members of the Board, in attendance at a meeting.
5. Words importing the singular include the plural and vice versa; and words importing a male person include a female person.
6. 'Business Manager' shall mean the person appointed by the board to manage the organizational functions of the Association. That role may be entitled 'Business Manager', 'Executive Director', or any such equivalent title as agreed by the board.

### **Bylaw 2 (Membership)**

Membership of PGYSA is comprised of:

1. Parents or Guardians of Registered Players.
2. Active Coaches or recognized Volunteers for the current year.

Individuals defined above are entitled to one vote at the Annual General Meeting. In the event of dispute, voting eligibility will be decided by an ordinary resolution of the outgoing Board.

Membership in Prince George Youth Soccer Association shall be an annual and shall commence with registration of the player and shall cease on April 30<sup>th</sup> of the next year following the playing season in respect of which the player is registered.

### **Bylaw 3 (Board of Directors)**

- A. The business of the PGYSA shall be conducted by an elected Board of Directors not exceeding twelve in total. They shall be elected for two-year terms at the Annual General Meeting with half of the positions being elected each year.

- B. In addition to the elected Directors, the Board may appoint additional Coordinators to carry out specific duties as directed by the Board. Coordinators do not have voting privileges at Board Meetings.
- C. Should a Director resign, the Board is empowered to appoint a new Director to fill the vacancy until the next Annual General Meeting. This Appointee will have full Board status and voting privileges.
- D. Following the Annual General Meeting the elected Board Members will elect from within themselves, a President, a Vice-President, Secretary/Treasurer, and other specific positions as deemed necessary to fulfill the obligations of the Board.
- E. The Board shall meet as decided by the President or a Board majority. There shall be at least one meeting per month.
- F. A quorum shall comprise of a majority of the Board.
- G. Any Member absenting himself without cause from three consecutive Board Meetings or willfully neglecting his duties to the Board will be determined to have forfeited his position on the Board. Such determination shall be made by a majority vote of the Board.
- H. No member of the Board shall vote on any matter that may result in a Conflict of Interest with family, business, or team affiliation.
- I. The Board shall delegate tasks to committees. Directors of the Board shall chair each committee. Membership on committees shall be either appointed or from elected Board. Such committees shall act to advise the Board only or carry out duties as delegated specifically by the Board.
- J. The Board shall be empowered to convene committees as needed to carry out the operational requirements of the Association. Committee structure to be agreed by an incoming board at the first regular meeting following the Annual General Meeting but may be amended to reflect changing realities throughout the year.

#### **Bylaw 4 (Management)**

- A. The Board shall draft and distribute annually, guidelines for the conduct of the Association's activities as follows:
  - 1. Responsibilities of Board Members, i.e. Job Descriptions for the positions listed in Bylaw 3.
  - 2. Responsibilities of Association Administrator.
  - 3. Handbook for Coaches and Referees. This will contain current Constitutional Rules and PGYSA Policy together with general advice on all matters affecting Coaches and Referees.
  - 4. Guidelines for Players and Parents/Guardians. Constitutional Rules, PGYSA Policy, and general advice directly affecting the Players and Parents/Guardians.
- B. It is the Board's sole responsibility to approve the disbursement of all funds. The Board shall have the duty to ensure that expenditure is maintained at a level that does not exceed reasonably foreseeable income.
- C. The Board may engage paid employees, firms, or societies, as it deems necessary. Such persons, firms, or societies shall have authority and responsibilities as determined by the Board.
- D. The Board may construct, repair, equip, store, purchase, lease, hire, or otherwise inquire for the purposes of the Association and real or personal property, lands, buildings, furniture, household effects, gardening equipment, apparatus, appliances, conveniences, and accommodations and may sell, devise, let, mortgage, or dispose of the same.
- E. The Board may enter into any arrangements with any government or authority, federal, provincial, municipal, or otherwise and obtain, carry out, exercise or comply with any rights, privileges, franchises, or concessions which may seem conducive to the Association's objectives.
- F. The Board may undertake, manage, control, or otherwise deal with the business and undertakings of any person, firm, society, or corporation when it may be necessary for purposes of protecting the Association or carrying out the transactions or obligations which the Association has entered upon.

### **Bylaw 5 (Annual General Meeting)**

- A. The Annual General Meeting shall be held by the end of December each year.
- B. Bylaw 2 defines the Voting Members of the Association.
- C. Notices of the time, date, and venue for the Annual General Meeting must be published in a local daily newspaper one month, two weeks, and one week (all approximate) in advance.
- D. The order of business at the Annual General Meeting shall be:
  1. Roll Call
  2. Minutes
  3. Business Arising
  4. Correspondence
  5. Director's Reports
  6. Constitutional Amendments
  7. Question Period
  8. Election of Officers
  9. Adjourn

### **Bylaw 6 (Special General Meeting)**

- A. The President of the Board shall have the authority to call a Special General Meeting upon the request of a majority attending a Board Meeting or upon the written request of fifty Members of the Association.
- B. Notice of the Special General Meeting shall be published as Bylaw 6 (C) and such notice shall summarize the purpose of the meeting.
- C. Only such business as described in the published notice shall be dealt with at that meeting.
- D. Members are not entitled to participate in PGYSA Annual General Meetings by telephone or other communications medium.

### **Bylaw 7 (Constitutional Amendments)**

- A. Amendments to the Constitution must be effected at a PGYSA General Meeting convened under Bylaw 5 or Bylaw 6 upon an affirmative vote of two thirds of the Members present.
- B. Notice of Motion of proposed Amendments to the Constitution must be made in writing to the Business manager. In the case of the Annual General Meeting such Notice must be received at least fifteen days before the Annual General Meeting.

### **Bylaw 8 (Player Registration)**

- A. All young persons within the specified age limits and living in the City and/or District of Prince George are eligible to register with the PGYSA unless under suspension.
- B. All Players must be registered annually under the direction of the Registrar and using the forms provided for the purpose by the PGYSA. Proof of age must be provided when a player first registers with PGYSA or later upon request.
- C. All young persons who register before the pre-season deadline (as decided by the Board), must be placed upon an appropriate team subject to adequate registration and availability of coaches.
- D. A registrant who wishes to withdraw from soccer prior to the season's start may apply to the Board for a refund. The Board has the authority to grant such a request if in the Board's opinion the request is reasonable.
- E. Late registration shall be accepted only under with the specific consent of the Registrar who may attempt to find a vacant position on a team.
- F. All Players cannot play for more than one team in scheduled games. Players on Select and School teams are an exception to this rule. Players may "guest" on teams specially assembled for out of town trips subject to the consent of their regular coaches, and a Director of the PGYSA Board.

- G. Youth eligible players will not be permitted to play for Senior teams except with the permission of the Board.
- H. Any Player not registered with PGYSA is ineligible and a team using such a Player will forfeit any game played under PGYSA or BCSA rules.
- I. Registration Fees shall be set by the Board. The Board shall attempt to balance cost to value for each category or registrant.
- J. That the duties of the registrar shall be carried out by the Business Manager.

**Bylaw 9 (Divisional Teams)**

- A. All registered Players, U-13 through U-18 age groups will generally be placed upon and play with a Divisional Team
- B. Guidelines for allocation of Players to Divisional Teams and Rules for Divisional Play will be published annually by the Board under Bylaw 4 (A).

**Bylaw 10 (Select Teams)**

- A. Guidelines governing the aims and conduct of the Select Program will be published annually under Bylaw 4 (A).

**Bylaw 11 (Mini-Soccer)**

- A. Mini Soccer shall be played by all registrants U-3 through U-12 age groups.
- B. Mini Teams shall be selected as per BCSA guidelines.
- C. The Mini Soccer Program must emphasize fun, activity, learning, and respect for each other by Players, Coaches, Referees, Parents, and Administrators.
- D. Rules of Play shall be as BCSA recommendations modified to fit local conditions. Such modified rules to be decided by the Board.
- E. No statistics to be recorded during the regular season.

**Bylaw 12 (Defunct Teams)**

- A. A Team shall be considered Defunct when it has received the consent of the Board to cease operation.
- B. Players registered on Defunct Teams may be transferred to other teams at the discretion of the Board.

**Bylaw 13 (Discipline)**

- A. The Board is empowered to deal with reported cases of misconduct, violations of FIFA Laws of the Game, and Rules or Violations of PGYSA or BCSA Regulations.
- B. Misconduct is construed to include any action tending to jeopardize this Association or deemed not to be in the best interest of soccer in general.
- C. Disciplinary action may be taken against any Player, Team, Official, Parent, or Supporter.
- D. The jurisdiction of the Board in matters of discipline includes all activities connected with the PGYSA in Prince George or elsewhere.
- E. The Board will normally delegate disciplinary action to a committee formed for the purpose. The committee will comprise three Board Members, usually the President (or Vice-President) and two others appointed by the Board. It is the responsibility of the President or Vice-President to convene the committee within seven days of receipt of complaint.
- F. The Board shall have the authority to order an offending party to be removed from the Association or suspended for a stated period. Penalties shall be set in accordance with BCSA "Youth Discipline Guidelines and Information Literature."

- G. The Team Coach shall attempt to control the actions of their Parents and Supporters and failure to do so may result in disciplinary action.
- H. Any Player or Team Official who is “red-carded” is automatically suspended for the next game. After this he will be eligible to play pending a decision of the Disciplinary Committee.
- I. Three official cautions also result in a one game automatic suspension.
- J. A suspension will be carried over to the next season. Official cautions do not carry over.
- K. Some categories of offense must be referred to the Board of BCSA:
  - 1. Offenses during Inter-District Provincial Cup Play.
  - 2. Second offenses whilst suspended.
  - 3. Repeatedly playing a suspended Player.
  - 4. Assault of Match Officials
  - 5. Three ejections in one Calendar Year.

#### **Bylaw 14 (Appeals)**

- A. A person or Team penalized under Bylaw 13 shall have the right of appeal. A request for a hearing shall be in writing and directed to the Chairperson. The hearing will take the form of a personal appearance at the next scheduled Board Meeting. The applicant or any Board Member may call Witnesses. The Board has the authority to set aside or vary any penalty previously imposed by the Disciplinary Committee whilst endeavoring to abide by BCSA Guidelines.
- B. A Registered Player or Team may appeal a PGYSA Board decision to the BCSA in accordance with the BCSA Constitution.

#### **Bylaw 15**

So soon after registration as is reasonably practicable, the Technical Director, in consultation with Directors and staff shall determine the number of Teams and the number of Players on each Team together with the method for determining which Players shall be on which Team.

#### **Bylaw 16 (Age Limits)**

Age categories shall be determined using a cutoff date of January 1<sup>st</sup>.

#### **Bylaw 17 (Boundaries)**

This district shall be the area consisting of the City and District of Prince George.

#### **Bylaw 18 (Affiliation)**

The Prince George Youth Soccer Association is affiliated with the British Columbia Soccer Association (BCSA) and is subject to the rules and regulations of that body and with the British Columbia Soccer Association and the Canadian Soccer Association.

#### **Bylaw 19 (Dissolution)**

In the event of the dissolution of the Society, any assets remaining after payment of all debts and obligations, shall be distributed to a recognized charitable organization in the Province of British Columbia with similar objectives or to a suitable level of government. This clause was previously unalterable. Submitted by the PGYSA Board of Directors.

#### **Bylaw 20**

No voting member of the executive or board of directors receive remuneration or other financial benefits for their services to the organization, regardless of the type of services performed.