

2011

Chilliwack FC
Constitution and By-
Laws

Society Number S-35721



CHILLIWACK FC CONSTITUTION

NAME

The name of the society is "Chilliwack FC" and will hereinafter be referred to as "the Society."

PURPOSE

The purposes of the Society shall be:

- a. To offer a safe, progressive learning environment, in which all players and stakeholders can participate and benefit from the sport of soccer while developing positive, lifelong experiences;
- b. To instill in players, parents, managers, coaches, and directors, the ideals of sportsmanship, honesty, integrity, loyalty, courage and to treat with respect all who are encountered during their involvement in Society activities whether on or off the field of play.
- c. To operate as a non-profit organization, open to all members of the community within the Society Act of British Columbia.

AFFILIATION

Chilliwack FC is affiliated through member teams, with the Fraser Valley Youth Soccer Association, the Central Fraser Valley Girls Soccer Association, the British Columbia Soccer Association, and the Canadian Soccer Association.

BY-LAWS OF CHILLIWACK FC

PART ONE- INTERPRETATION

In these bylaws, unless the context otherwise requires:

1. "Directors" means the directors of the Association for the time being;
2. "Society Act" means the Society Act of British Columbia may from time to time enforce any and all amendments to it;
3. "Society" – means the Chilliwack FC;
4. "Members"- has the meaning provided in paragraph 2 hereof;
5. "Voting Members"- means all Members other than Referees;
6. "General meeting" means an Annual General Meeting or an Extraordinary General Meeting of the Association.
7. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
8. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

9. All terms defined in the Society Act shall have the same meaning herein unless otherwise expressly provided herein.

PART TWO- MEMBERSHIP

1. The members of the Society are the applicants for incorporation of the Society, and these persons who subsequently become members, in accordance with these by-laws, and in either case, have not ceased to be members. Members at any time shall include:
 - a. All Coaches, Assistant Coaches, and Team Managers who are accepted or appointed annually by the Society.
 - b. All parents or legal guardians of children who are registered as players of a Society team for as long as such child or children continues to be registered as such a player.
 - c. All properly registered and recognized U21 and up teams.
 - d. All Referees; and
 - e. Any other person or persons accepted for membership by the Board.
2. Every Member shall uphold the Constitution and comply with these By-laws.
3. A person shall cease to be a Member of the Society:
 - a. By delivering their resignation in writing to the Secretary or by mailing or delivering it to the address of the Society; or
 - b. On his death or in the case of a corporation on dissolution; or
 - c. On being expelled; or
 - d. On having been a Member not in good standing for three (3) consecutive months.
4. A Member ceases to be in good standing with the Society:
 - a. When the Member, in the opinion of the Board, fails to do or complete the duties as outlined in the Society's Constitution or these By-Laws or otherwise, in the opinion of the Board, causes the Society disrepute.
5. A Member may be expelled by Special Resolution.
 - a. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - b. The person who is the subject of the proposed resolution for expulsion shall be given opportunity to be heard at the general meeting before the Special Resolution is put to a vote.

PART THREE- MEETINGS

3 Executive Meetings

- a. The Chairperson shall call Regular Executive Meetings as often as deemed necessary but not less than once every two (2) months.
- b. The Secretary shall maintain a register of attendance at each Executive Meeting and shall record the minutes.
- c. Each elected member of the Executive shall have one (1) vote. The Chairperson shall vote in accordance with Roberts Rules of Order.
- d. No member of the Executive shall vote on any matter directly affecting him/herself or affecting any team in which he/she holds office.
- e. Quorum of the Executive shall be five (5).

3.1 General Meetings of the Association

- a. The Annual General Meeting shall be held prior to the end of February of each year.
- b. Notice of the Annual General Meeting shall be delivered to the membership a minimum of thirty (30) days before the date set for that meeting.
- c. The non-receipt of a notice by any member shall not invalidate the proceedings or any resolution passed at any meeting of the Society
- d. No member in arrears with fees or suspended or in any way indebted to the Society, shall be entitled to vote on any business of the Society.
- e. The Society's financial year shall end on the thirty-first (31) day of December in each calendar year.
- f. A Financial Statement prepared in accordance with the generally accepted accounting principles shall be presented at the Annual General Meeting.
- g. Proposed Constitutional or Bylaw amendments must be submitted in writing to the Chairperson not less than thirty (30) days prior to the Annual General Meeting.
- h. Constitutional or bylaw amendments shall be adopted only if approved by Special Resolution.
- i. The Board of Directors will appoint a Nominating Committee not less than forty-five (45) days prior to the scheduled date of an Annual General Meeting. The Nominating Committee will seek out qualified candidate for offices for the coming year and ascertain from each nominee in writing that if elected they will be willing to serve on the Board of Directors. The Nominating Committee will present the nominee list at the Annual General Meeting where elections will be held, if required. Nominations will not be accepted from the floor. All those wishing to be nominated for office must make their intentions known to the nominations committee fifteen days prior to the Annual General Meeting.
- j. A Special General Meeting of the Association may be called by the Secretary on the instructions of the Chairperson or at the written request of not less than thirty (30) members. The reason for the Special General meeting shall be included with the request. A Special General Meeting shall be convened within forty-five (45) days of that request.

- k. The Voting Members may, by Special Resolution at a duly constituted extra-ordinary general meeting, remove a Director before the expiration of his term of office and may elect a successor to complete the term of office. The Board may remove a Director if such Director misses three (3) or more Board meetings during any year.
- l. Three (3) members shall form a quorum at any General Meeting of the Association.
- m. There is no voting by proxy.
- n. A Financial Statement prepared in accordance with the generally accepted accounting principles, shall be presented at the Annual General Meeting.
- o. The Chairperson will appoint a Nominating Committee not less than forty-five (45) days prior to the scheduled date of an Annual General Meeting. The Nominating Committee will seek out qualified candidate for offices for the coming year and ascertain from each nominee in writing that if elected they will be willing to serve on the Board of Directors. The Nominating Committee will present the nominee list at the Annual General Meeting where elections will be held, if required. Nominations will not be accepted from the floor. All those wishing to be nominated for office must make their intentions known to the nominations committee fifteen days prior to the Annual General Meeting.
- p. Except as otherwise provided for herein and in the Society Act, motions shall be decided by a simple majority.

3.2 Voting at General Meetings of the Association

- a. Parents or legal guardians of properly registered players are entitled to one (1) vote per family at any General Meeting of Society
- b. All properly registered coaches, assistant coaches, and managers shall have one (1) vote at any General Meeting of the Society.
- c. All properly registered Senior Teams (U21 and up) are entitled to one vote.
- d. The Chairman shall preside over all meetings of the Members of the Society. Robert's Rules of Order shall in so far as practicably, apply to all meetings of the Society unless so directed by a majority of the Members present at that meeting.
- e. All votes must be cast in person.
- f. Any person receiving remuneration from Chilliwack FC is not eligible to vote.
- g. No proxies will be accepted.

PART FOUR- DIRECTORS

4. The business of this Society shall be conducted by a Board of not less than eight (8), no more than twelve (12) members who shall be elected by the voting Members at an Annual General Meeting.

4.1 TERMS OF OFFICE

- a. Members at a regularly scheduled Annual General Meeting will elect the Executive Board of Directors for a two (2) year term and members at large to a one (1) year term. The Executive will consist of: Chairperson, Secretary, Boys' Coordinator, Girls' Coordinator, Mini- Ball Coordinator U5 – U7, Mini-Ball Coordinator U8 – U10, Spring League Coordinator, Vice Chairperson, and Treasurer, and Senior Team

Coordinator. There will also be a maximum of three, Directors at Large.

- b. Each Director shall be elected for a two (2) year term in odd years. Chairperson, Secretary, Boys Coordinator, Mini- Ball U5 – U7, and Spring League Coordinator
- c. Vice Chair, Treasurer, Girls Coordinator, Mini-ball U8–U10, and Senior Team Coordinator will be elected to a two (2) year term in even number years.
- d. All other directors will serve a one (1) year term and will be elected every year.
- e. Directors must retire from office at the Annual General Meeting when their successors are elected.
- f. In the event of any vacancies occurring on the Board during the year, the remaining Directors shall appoint such vacancies.
- g. The Board shall be empowered to create such committees and subcommittees as it sees fit from time to time which committees subcommittees may consist of Board Members and non-Board Members.
- h. No Board Member shall vote on any matter directly affecting themselves or any team of which they are either a Coach, manager, trainer, or on which their child is a player.
- i. Elected officers of the Society shall receive no remuneration for the performance of duties required in their official capacity.
- j. The Board shall have the power to contract out and pay for services that will help the Association function in a more efficient manner.

PART FIVE- BORROWING AND BANKING PROCEDURES

- 5.1 In order to carry out the objectives of the Society, the directors may, on behalf of and in the name of the Society, borrow money and secure the payment or repayment of such money in such a manner as they decide.
- 5.2 No debenture or mortgage of real property shall be issued unless first approved by Special Resolution.
- 5.3 The funds of the Society not required for immediate use may be kept on deposit in a bank, or may be invested in a manner the directors see fit.
- 5.4 The Directors shall cause accounts to be kept of:
 - a. all sums of money received and expended and the matters in respect of which the receipts and expenditures took place;
 - b. assets and liabilities;
 - c. all other transactions affecting the financial position of the Society.
The Directors shall lay before the Members at each Annual General Meeting, a financial statement showing income and expenditures of the Society during the proceeding fiscal year. The annual financial statement of the Society is to be available to the Members at least seven (7) days prior to the Annual General Meeting.