

Burns Lake Youth Soccer Club
Constitution and By-laws

CONSTITUTION

1. The name of the Organization is Burns Lake Youth Soccer Club.
2. The purposes of the Organization are:
 - (a) to promote and encourage the development of soccer skills and good sportsmanship among the youth of Burns Lake and area, through provision of an organized soccer club.
 - (b) to do everything incidental and necessary to promote and obtain the foregoing purposes throughout the Province of British Columbia.
3. The Organization shall be carried on without purpose of gain for its members, and any profits or other accretions to the Organization shall be used in promoting its stated purposes.
4. In the event of dissolution of the Organization, any funds and assets of the Organization remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organization or organizations promoting the same purposes of this Organization, as may be determined by the members of the Organization at the time of dissolution.
5. Paragraphs 3, 4 and 5 of Constitution are unalterable.

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BYLAWS

Here set forth, in numbered clauses, are the bylaws of the Burns Lake Youth Soccer Club (hereafter named BLYSC or Club).

I. Membership

Terms under which a person may be admitted to the Club:

1. There shall be the following classes of members:
 - (a) individual members
 - (b) honorary members.
2. All members shall uphold, observe and conform to the rules, by-laws and constitution of the Club and such regulation and guidelines as are set forth from time to time by the Club's Executive Board. Club members shall also abide by the rules and regulations of the Nechako Lakes Youth Soccer Association (NLYSA) and the British Columbia Soccer Association (BCSA).
3. Individual Club membership and voting privileges are open to:
 - (a) All parents or guardians of legal age, whose children or wards are registered to play for the Club and whose registration fees are paid or where alternate arrangements have been approved by the Executive Board.
 - (b) Any person involved in the functions of the Club as an officer, coach or manager.
 - (c) Individual membership shall be for the twelve month period of the current playing season and is, therefore, to be renewed each season pursuant to Article I, paragraph 3(a) and 3(b) and 6.
4. Club membership will consist of one year maximum and shall commence on May 1st, or the date after that on which fees are paid, and shall terminate on the next following April 31st. Any member shall be permitted to resign from the Club at any time, by stating his or her intention to resign, in writing, to the Executive Board.
5. Any person who, in the opinion of the Executive Board, is deemed worthy of recognition for their contribution to the Burns Lake Youth Soccer Club may, upon agreement of not less than 75 % of the Executive Board, be invited to become an honorary member and, upon acceptance, will hold a lifetime membership in the Club. Honorary members will be accorded the same voting privileges as individual members. Honorary members with lifetime membership can be removed as an honorary member only through unanimous decision at a meeting of the Executive Board.

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6. The Executive Board has discretion to accept or reject an application for membership in the Club. The exercise of the said discretion is subject to review at any meeting by the members of the Club.
7. The Executive Board may, by written notice, terminate membership of a member or otherwise discipline a member for acting contrary to the rules and regulations of the Club. The Board of Directors shall give to the individual affected reasons for its action. The individual shall have the right to appeal to the Executive Board and to a general meeting of members. A member shall not be in good standing while a period of discipline is in effect.
8. Should registration fees not be paid by the commencement of the playing season, the defaulting member shall cease to be a member of the Club at the discretion of the Executive Board.
9. The membership fee for each class of members, if any, shall be determined by the Executive Board, subject to review by the members at a meeting of the members of the Club.

II. THE EXECUTIVE BOARD

1. The responsibility of running the Burns Lake Youth Soccer Club rests with the Executive Board, who are elected at the Club's Annual General Meeting (AGM). The Board shall consist of no less than three elected executives (President, Treasurer and Secretary). Normally, the elected Executive Board positions will consist of President, Vice-President, Treasurer, Registrar, Divisional Coordinator, Mini Coordinator and Secretary. Along with the executive position of past-president, these individuals are the Officers of the Club. The Executive Board shall be the directors of the Club for purposes of the Society Act.
2. The Executive Board shall hold office until the close of the meeting at which their successors have been duly elected.
3. Vacancies occurring in the Executive Board shall be filled by members appointed through a majority vote of the Executive Board, or if necessary, an Officer may temporarily occupy more than one position. Members of the Executive Board may be removed from office pursuant to the Society Act.
4. The members of the Executive Board and officers must be members in good standing of the Club and be of legal age.
5. The appointment of all coaches and managers of teams shall be made by the Executive Board. Players shall play on teams as directed by the Executive Board.
6. The Executive Board shall meet at the call of the President or upon written request of seven of the voting members.
7. No member of the Executive Board shall vote on any matter directly affecting himself/herself.

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8. Fees for each player shall be set by the Executive Board each year prior to April 30th of that year.
9. The president will work with the Executive Board to assign responsibilities for the coming year. These responsibilities include:
 - (a) Appointment of volunteers to be renewed annually.
 - (b) Representation to Nechako Lakes Youth Soccer Association.
 - (c) Administration of special projects aimed at fulfilling the present and future goals of the Club.
 - (d) Communications within the Club, to provide a smooth running environment, and with the general public, to enhance the growth and reputation of soccer in the community.
10. The president shall act as chairperson of all executive board and at general meetings. In the president's absence, this duty will be filled by the vice-president or other officer as decided by the president.
11. The president shall be an ex-official member of all committees.
12. The secretary shall deal with all correspondence subject to the approval of the president or president's delegate, shall issue all notices for executive board or general meetings, and shall be responsible for submitting to the BCYSA and the Burns Lake Youth Soccer Club such reports as are required. The secretary shall record and maintain minutes of all general and executive board meetings.
13. The treasurer shall be responsible for the safe control of all association funds, for preparing and submitting to the executive board an annual report. All cheques and financial documents shall be signed by the treasurer and one other member of the Executive Board.
14. The Divisional Coordinator will supervise the operation of divisional teams.
15. The Registrar will be responsible for the registration of all players affiliated with the BLYSC.
16. Any of the directors may supervise any operation as per Article II, Section 9 (a-d).
17. A quorum of the Executive Board shall consist of three members of the Executive Board.
18. Volunteers are required for appointed positions, as follows:
 - Equipment manager and assistant
 - Field co-ordinator
 - Mini scheduler
 - Referee assignor
 - Coaching director
 - Recruiting director

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- Special projects director
- Newsletter editor and media relations.
- Tournament director
- Coaches
- Managers

III ANNUAL MEETING

1. An annual meeting shall be held before the 30th day of July of each year. Other general meetings may be held from time to time upon request of the executive board or upon written request of seven or more voting members of the Club. Upon proper distribution of notice of a general meeting a quorum of any general meeting shall consist of those members present, but never less than four persons.
2. At least 14 days' written notice of all general and annual meetings shall be given to Club members. The notice shall include the time and place of the meeting as well as notice of any special resolutions to be proposed.
3. Voting for Executive board positions shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands. Each member shall have one vote. Proxy voting will not be permitted.
4. The order of business at annual or general meetings of the association shall be as follows:
 - (a) call to order
 - (b) minutes of the previous meeting
 - (c) correspondence
 - (d) financial report
 - (e) other reports
 - (f) unfinished business
 - (g) new business
 - (h) election of the Executive Board
 - (i) amendments to the constitution and by-laws
 - (j) adjournment.

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IV AMENDMENTS

1. Any member of the Club in good standing may propose an amendment to the constitution or bylaws of the Club. This proposal must be submitted in writing to the Executive Board of the Club.
2. The proposed amendment will be presented to the next general meeting or annual meeting falling 21 days or more after the submission. No amendment to the constitution or bylaws of the Club shall be accepted from the floor at any meeting.
3. Any amendment to be accepted or ratified must pass by a vote of 75 percent of those present and eligible to vote at an annual or general meeting of the Club.

V. FUNDS

1. All funds shall be deposited by the president and/or treasurer in such banks or other institutions as may be designated by the Executive Board.
2. No officer or member of the Club shall disburse any funds or monies in his/her keeping and belonging to the Club without authorization of the Executive Board.
3. No member or officer or team may raise payment from the Club for the performance or association duties without authorization of the Executive Board.
4. No officer, coach or manager shall receive payment from the Club for the performance of association duties without authorization of the Executive Board.
5. The Club shall not borrow any money for any specific purpose without the authority of a special resolution from the Executive Board.

VI CONDUCT

1. No person shall use the name, mailing list, or official insignia of the Club for other than strictly Club purposes without authorization of the Executive Board, which is to be confirmed in writing by the president or secretary of the Club.
2. The Club's official team colours are Orange shirts, Black Shorts and Black Socks. The Club alternate colours are (Teal) Green: No teams registered with the Club shall wear colours other than of the official colours without permission of the Executive Board.
3. Only players and teams properly registered with the Club and having properly approved coaches and managers in good standing shall be permitted to wear Club uniforms and to participate in any competition in the name of the Burns Lake Youth Soccer Club.

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4. No equipment purchased for the team by this Club shall be the property of any team or of its sponsoring organization. All equipment shall be vested in the Club. Coaches and/or managers shall be responsible for the proper care and return to the Executive Board of this Club of all equipment which is issued to them.

VII GENERAL

1. The Executive Board shall have power to make rules, regulations, and arrangements to all matters of business duties and management so far as not already herein expressly provided for.
2. Robert's Rules of Order shall apply to all meetings of the Club.
3. Team Formation and Progression shall be consistent with the BCSA Competition Rules and Regulations.