

CONSTITUTION
OF
LADNER GIRLS SOCCER CLUB

ARTICLE 1 – (Club Name)

The name of the club shall be Ladner Girls Soccer Club. (“L.G.S.C.”)

ARTICLE 2 (Operating Principles)

The objectives of the L.G.S.C. are to:

- A) Govern, promote, establish, maintain and improve Girls soccer in Ladner.
- B) Teach sportsmanship and emphasize fair play at all times.
- C) Develop policies and procedures that will encourage the growth and development of soccer in a safe and healthy environment.
- D) Encourage players, coaches and members to participate in the Club.
- E) Endeavour to accommodate all youth who wish to play soccer, regardless of ability or income level.
- F) Encourage parental and player input and involvement in all levels of the Club.
- G) Encourage the development and training of coaches in a manner consistent with the British Columbia Soccer Association (“B.C.S.A.”) and the National Coaching Certificate Program (“N.C.C.P.”).

BYLAWS

ARTICLE 3 (Interpretations and Definitions)

When they appear in these laws:

- A) “Club” shall mean Ladner Girls Soccer Club
- B) The word “Team” shall mean a unit of players not less than eleven (11) players or not more than eighteen (18) players (for teams registered in U11 and up).
- C) The word “Player” shall mean a female youth player registered with the L.G.S.C.
- D) A “Registered Player” shall mean a girl who is an amateur player, has not attained her

eighteenth (18th) birthday before Jan. 1 of the current season, and whose application for membership has been accepted by the Club registrar and validated by the district registrar.

E) The word “Executive” shall mean the group of members, elected or appointed to the administrative roles of the Club, who hold responsibility for running the Club and setting policy.

F) Interpretation of the “Club’s” bylaws, regulations, or of any other club matters not expressly provided herein shall be referred to the Executive whose decision shall be binding on all parties.

G) Robert’s Rule of Order will govern all meetings of L.G.S.C.

ARTICLE 4- (Affiliations and Regulatory Bodies)

The Ladner Girl’s Soccer Club shall be affiliated with and under the jurisdiction of the South District and shall abide by and comply with the constitution, bylaws, and rules of that body. The Club is regulated by the policies of the British Columbia Soccer Association (“B.C.S.A.”) which in turn is regulated and mandated by the Canadian Soccer Association and the Federation Internationale de Football Association.

ARTICLE 5 – (Membership)

Membership is required for all players, coaches, affiliated adults, and Executive Members who wish to participate in Girl’s soccer in Ladner. The executive will award membership upon approval of the application for registration. Application for membership shall bind such applicants to abide by the constitution of the Club.

A) Annual application for membership setting forth name, address and telephone number.

B) Players’ are non-voting members.

C) All parents/guardians of registered players will be voting members.

D) A member holding more than one voting position may exercise only one vote.

E) Affiliated adults (individuals appointed by the executive within the club) will be voting members.

F) Any Member not in good standing (failure to pay fees, discipline) will lose their vote.

ARTICLE 6 – (General Executive)

A) An Executive of seven (7) members shall conduct the business of the L.G.S.C. They shall be elected to fill the positions of President, Vice-President, Treasurer, Registrar and three (3) directors.

At the Annual General Meeting (“AGM”), the membership may submit nominations and all members shall be entitled to vote for the nominees. The nominees obtaining the highest number of votes shall become members of the executive, subject to (B)

B) At the Annual General Meeting for 2003 the three (3) executive positions of Vice-president, Treasurer and one Director shall be elected for a period of two years before becoming eligible for re-election. The four (4) other elected positions of President, Registrar, and two Directors shall serve a one-year term on the Executive and thereafter, be elected to two-year terms. Thereafter, at Each Annual General Meeting, there will be three (3) or four (4) retiring members eligible for re-elections for a period of two years.

In the event that the three (3) or four (4) vacancies cannot be filled as per Article 6 (A) and (B) following a second ballot, a third ballot will allow the vacant positions to be filled by any member in good standing for a one year term.

In the event of a vacancy occurring on the Executive during the year, the Executive may appoint a member to fill such vacancy until the next AGM. All appointees must signify approval either in writing, if absent from the meeting, or in person, or the Executive may leave the vacancy unfilled at their discretion.

C) The Executive shall be empowered to make all authorized appointments from within its own members and to rotate those appointments if deemed desirable or necessary, for the efficiency and well being of the Club.

D) The terms of office for a Director/Executive member of the club shall commence immediately following the AGM.

E) Any member of the Executive absenting themselves from three (3) meetings from the executive cause, or wilfully neglecting his/her duties to the Club may be determined to have forfeited his/her position on the Executive. Such determination shall be made by a unanimous vote of the Executive.

ARTICLE 7 – (Executive Responsibilities / Duties)

The duties of the elected or appointed members of the Executive shall be:

President:

- This is a non-voting position except in cases of a tie, in which case the President will cast the deciding vote or, following Robert's Rules of order, may also create a tie vote thereby referring the matter for further study
- To set meeting dates, locations and agendas.
- To chair the Executive Meetings and General Meetings.
- To co-ordinate all Club correspondence.
- To represent the Club at official functions
- To liaise with all standing committees of L.G.S.C.
- Be a signing officer of the Club

Vice President

- Carry out such duties as shall be delegated to him/her by the President
- Be a signing officer for the Club

Treasurer

- Keep accurate accounts of all monies paid to him/her and expended
- Issue receipts for all monies received
- Prepare financial reports at the call of the President and annual reports for the Executive
- Prepare a budget on an annual basis.
- Be a signing officer for the Club

Registrar

- Operate a player/team registration system.
- Survey all registrations 24 hours prior to the first league game and report to the Executive all failure to comply with registration requirements.
- Establish a meeting with the South District Girls Registrar in early October to fulfil requirements for district registration.
- Maintain a directory of association officials, coaches, managers and honorary officers
- To organise and supervise the registration process.
- To recommend dates and deadlines for the registration process to the Executive.
- To ensure that all teams and players are registered with B.C.S.A.
- To maintain a current record of all registrations with the Club.

Directors (3)

- Carry out such duties as shall be determined by the Executive which may include positions as outlined below in Appointed Positions

ARTICLE 8 - (Appointed Positions)

Secretary

The Secretary will keep an accurate record and minutes of all Club Executive Meetings, General Meetings and Extraordinary General Meetings. Other responsibilities will be to handle all correspondence and communication within the Club, give notice of all meetings, keep records of all meetings, and carry out such other duties as shall be determined by the Executive.

District Rep

The District Rep. will attend monthly District meetings, will represent the majority view of the Executive at these meetings and will report all information of these meetings back to the L.G.S.C.

Equipment Manager

The Equipment Manager shall be responsible for giving out and receiving back all equipment and for the purchase of new equipment when necessary, or as directed by the executive.

Field Co-ordinator

The Field Co-ordinator shall be responsible for organizing and assigning playing field locations and schedules for all league and Cup games. The Field Co-ordinator shall also be responsible for insuring that all playing fields are lined/marked in preparation for League and Cup play

Scheduler / Statistician

The Scheduler and Statistician shall be responsible for keeping a record of game scores to pass on to the Statistician that the District has designated for that year. At the start of the season, this officer shall make sure that all teams know their home field, where their first game is, and communicate to all teams as to when their schedules are ready. This officer shall inform coaches of schedule changes and reschedule all games informing coaches, the Head Referee, and the Field Co-ordinator.

Head Referee

The Head Referee shall be responsible for supplying all games with a referee and keep records of payment to the referees. They should inform a coach if a referee cannot be supplied for the game. They shall recruit new referees

Micro Co-ordinator

The Micro Co-ordinator shall be responsible for organizing mini/micro soccer teams and league games. This officer is to respond to individual player/parent concerns, including

transfer requests and make recommendations to the Executive. They should act as a liaison between the parents/guardians and the Executive. This officer shall also recommend changes to policies and procedures affecting mini/micro teams to the Executive.

U9-U11 Co-ordinator

The U9-U11 Co-ordinator is to respond to individual player/parent concerns including transfer requests and make recommendations to the Executive. This officer should act as a liaison between the parents/guardians and the Executive. This officer shall also recommend changes to policies and procedures affecting the U9to U11 teams to the Executive.

ARTICLE 9 – (Management Duties)

The Executive may appoint agents within each fiscal year and engage such employees, as it shall deem necessary from time to time, and such persons shall come under the authority and responsibility of the Executive.

ARTICLE 10 – (Authority of the Executive)

It shall be necessary for the Executive to:

- A) Set and collect affiliation and registrar fees from teams and persons within its jurisdiction
- B) Impose and collect assessments from teams and persons as may be decided from time to time.
- C) Set objectives, plans, budgets and administrative policies
- D) Handle discipline within the Club
- E) Appoint an auditor for the financial statements presented at the AGM.
- F) Exercise final authority with all matters related to the running of the Club. Methods of

Appeal are to be outlined in the Club's policies and procedures.

ARTICLE 11 – (Interpretation)

The Executive, from time to time, may make temporary rules or regulations governing specific cases not provided in this constitution, which may be necessary for carrying out

the objectives of the Club.

Interpretation of the Club bylaws, regulations, or any other Club matters not provided herein shall be directed to the Executive whose decision shall be binding on all parties.

ARTICLE 12 – (Annual General and Specific Meetings)

A) The membership shall meet in April of each year, such meeting to constitute the Annual General Meeting of the LGSC, of which members of the LGSC shall receive 30 days notice in writing from the Club Secretary.

B) The non-receipt of a notice by any member shall not invalidate the proceedings, or any resolution passed at any meeting of the LGSC.

C) Only members in good standing shall be entitled to vote or participate in any business of the LGSC.

D) The LGSC financial year shall end of the 31st day of March in each calendar year.

E) Any registered member, who is the parent/guardian of a child and is a member in good standing, shall have voting privileges at all duly constituted General Meetings of the Club.

F) Coaches, managers and officials that have been appointed by the Executive as a coach, manager, or official shall have voting privileges at all duly constituted General Meetings of the Club.

G) Each member of the Executive shall be entitled to one vote at all meetings of the Club.

H) All votes must be cast in person

I) Nominations for office within the L.G.S.C. shall be accepted from the membership by written notice to the secretary no less than 7 days before the date of the Annual General meeting and additional nominations may be accepted from the floor by the President. In both instances, the candidate shall either convey his approval by writing (if absent) or in person at the meeting.

J) At the AGM, voting for Executive Members shall be done by ballot or a show of hands as determined by the executive.

An Extraordinary General Meeting of the association may be called by the Secretary on the instruction of the President or at the written request of no less than 10% of the voting membership. The reason for the Extraordinary Meeting is to be submitted in writing and

delivered into the hands of the secretary not less than 30 days prior to the date of the meeting. The date of the postmark will be taken as the limiting date in all cases. Only the business so specified shall be transacted at that Extraordinary Special Meeting.

Nine (9) voting members shall form a quorum at any AGM of the Club.

Five (5) voting members shall form a quorum at any Executive Meeting of the Club.

ARTICLE 13 –(Constitutional Amendments and Changes in Bylaws

A) Proposed constitution amendments in writing and duly signed by the proposer and seconder, must be submitted to the Secretary not less than 45 days prior to the date of the next AGM and the secretary shall mail a copy of that proposal to each team in the Club.

B) Constitutional amendments shall not be adopted unless they receive a 75% percent majority vote of the members present.

C) Proposed Bylaw Amendments, in writing, and duly signed by the proposer and seconder, must be submitted to the Secretary not less than 30 days prior to the date of the next General Meeting and or Extraordinary General Meeting. Such amendments shall be carried by a majority vote on the proposal and becomes effective immediately or, as and when, the General Meeting and or Extraordinary Meeting decides, and such amendment or alteration, does not require confirmation by a subsequent General Meeting.

ARTICLE 14 – (Club Colours/Uniforms)

The Executive shall determine the colours and uniform style of the club. It is the discretion of the executive to provide uniforms.

ARTICLE 15 – (Financial)

A) BORROWING

There are no borrowing powers assigned on behalf of the Club.

B) FINANCIAL INSTITUTIONS

All funds will be deposited into a bank or financial institution approved by the Executive.

C) DISBURSMENTS

- All disbursements of Club funds shall be supported by document(s), which are cash vouchers or receipts with details of the nature of the disbursement.
- No member of the Club, except the designated signing officers, shall disburse

any funds or moneys in his/her keep, belonging to the Club, without authorisation by the Executive.

- All cheques, spending authorizations and legal documents shall be signed by any two of: the President, the Treasurer and Vice-President. These three people are the clubs signing officers.

D) FUND RAISING

All fund raising on behalf of L.G.S.C. or L.G.S.C. soccer teams, programs or tournaments, must receive prior written approval from the Executive. Teams shall keep adequate financial records by submitting source and uses of funds on statements to the Executive annually.

E) DISSOLUTION OF CLUB

Should the club be dissolved, all assets remaining after payment of obligations shall be turned over in trust to South District, or in the event of South District's dissolution, to the B.C.S.A..

F) REIMBURSEMENT OF MEMBERS

Members may be reimbursed for out-of-pocket expenses previously authorized by the Executive.

ARTICLE 16 – (Bylaws)

On being admitted to membership, each member is entitled to, and the Club shall provide upon his/her request, without charge, a copy of the Constitution and Bylaws of the Club.