



SYLVAN LAKE BLIZZARD SOCCER CLUB GENERAL BY-LAWS

Article 1 Name

The name of this organization shall be the “Sylvan Lake Blizzard Soccer Club”, hereinafter referred to as the SLBSC, which shall be the Governing Body of Soccer in the Town and surrounding areas of Sylvan Lake.

Article 2 Affiliation

The SLBSC shall be affiliated with and under the jurisdiction of The Central Alberta Soccer Association (CASA) and shall be subject to the rules and regulations of that body.

Article 3 Organization

The SLBSC shall be composed of Members as hereinafter set out and it shall be managed by a Board of Directors constituted as stated in these By-Laws.

Article 4 Membership

The SLBSC membership shall be composed of parents / guardians of duly registered players in good standing in the SLBSC.

Active membership shall be continuous unless the Member:

- a) Withdraws from the SLBSC (which shall be communicated, in writing, to the Board through the SLBSC Administration).
- b) Who, by personal or business conduct violates any part of the By-Laws or Regulations of the SLBSC, may be expelled from membership by a two-third majority vote of the Board after an investigation has first been made at which the Member concerned has been given a proper hearing with a full opportunity to explain the action in question. When such a hearing is being initiated by the SLBSC, notice of such hearing shall be given to all concerned in writing, not less than seven (7) days before such hearing.

Article 5 Annual General Meeting

The Annual General Meeting of the SLBSC shall normally be held each year on a date that shall not be prior to January 1 and not later than January 31, such a date to be determined by the Board. At least three weeks’ published notice shall be given to current Members. A quorum will be considered met if



two-thirds (2/3) of the Board of Directors is present at the Annual General Meeting either in person or via electronic means.

Order of Business at the Annual General Meeting will be as follows:

- Call to Order
- Minutes of Previous Annual General Meeting
- Business Arising Out of Minutes
- Financials and Budget
- Amendments to By-Laws
- Election of Officers
- New Business
- Adjournment

Article 6 Special Meeting

The Board may call a Special Meeting by its own motion. A minimum of two (2) weeks' notice will be given by way of email to current Members. A quorum will be considered met if two-thirds (2/3) of the Board of Directors is present at the Special Meeting either in person or via electronic means. Only the business for which the Special Meeting has been called will be dealt with, except with the unanimous consent of those present.

Article 7 Rule of Order

All meetings of the SLBSC shall be conducted in accordance with Robert's Rules of Order insofar as they may apply.

Article 8 Presiding Officer

The President shall preside at all meetings of the SLBSC, and in his / her absence, the Vice-President shall take the Chair. The absence of both of these Officers shall require the selection of a pro tem Presiding Officer.

Article 9 Quorum

Two-thirds (2/3) of the Board of Directors shall form a quorum at all meetings.



Article 10 Voting

Those who shall be qualified to vote and to take part at meetings of the SLBSC shall be Board of Director Members in good standing.

Article 11 Board of Directors

A Board of Directors shall conduct the Business of the SLBSC.

The elected Directors of the SLBSC shall be the President, Vice-President, Treasurer, Secretary, and up to four (4) Directors-at-Large who shall be members of the Board.

The election of Officers shall occur by nominations from the floor at the SLBSC Annual General Meeting.

The Board shall meet not less than quarterly. Duties of the members of the Board shall be as determined at the first Board meeting. meetings of the Board shall be at the call of the President.

Article 12 Tenure and Elections

The Board shall be elected for a one (1) year term at the Annual General Meeting. To be elected to the Board of Directors, a candidate must have a majority of the vote.

Article 13 Duties of the Officers

- 1) The President shall preside at all meetings of the SLBSC and shall have a casting vote only. He / she shall be an ex-officio member of all committees.
- 2) The Vice President shall be the senior officer of the SLBSC next to the President, and he / she shall preside at all meetings in the President's absence. He / she shall have other duties as prescribed.
- 3) The Treasurer shall receive all monies to the credit of the SLBSC and shall give receipt for the same. He / she shall deposit all monies received in a financial institution in the name of the SLBSC. No money shall be withdrawn from the bank without the sanction of the Board. He / she shall ensure two designated officers sign all cheques drawn by the SLBSC. An interim Financial Statement shall be available at all meetings of the SLBSC. He / she shall, in conjunction with the Board, prepare the budget, an annual report and financial statement for the Annual General Meeting of the SLBSC. The office of the Secretary and Treasurer may be filled by one person if the annual meeting for the election of directors is so decided.
- 4) The Secretary shall be responsible for the preparation and custody of the minutes of proceedings of all meetings of the SLBSC. Such minutes shall be maintained at all times in the administration office of the SLBSC and may be inspected by Members at any time during normal



business hours, following acceptance. The Secretary shall have charge of all the correspondence of the SLBSC and be under the direction of the President of the Board. The Secretary shall also keep a record of all the Members of the SLBSC and their addresses, post notices of the various meetings as required, and collect and receive the fees levied by the SLBSC. Such monies shall be promptly turned over to the Treasurer for deposit in the SLBSC bank account as required.

- 5) The Directors-at-Large shall have duties as prescribed by the Board of Directors.

Article 14 Duties of the Board of Directors

- 1) The Board shall be responsible to the Members of the SLBSC.
- 2) The Board shall implement and control the policies, finances, and general affairs of the SLBSC in discharging its responsibilities to the Members.
- 3) The Board shall have power to make rules, regulations, and arrangements as to all matters of business, duties, management, regulations or otherwise, so far as it is not already herein expressly provided for. In keeping with their duty to enforce all the laws all the time, and without waiting for an official protest or appeal. The Board shall immediately inquire into the circumstances of any alleged irregularity that may be brought to their attention by a duly responsible officer of any Member and take appropriate action immediately. This in no way shall enable the complainant to gain anything personally there from.
- 4) It shall not be responsible for any expenditures made or any obligations assumed in the name of the SLBSC by any Members unless consent thereto has previously been given by the Board.
- 5) The Board may be empowered from time to time, by special resolution of the SLBSC, to appoint officers who may, on behalf of the SLBSC, borrow or lend monies, sign contracts, documents, and instruments of writing, generally or specifically.
- 6) It shall have power to deal with all protests and appeals of all cases of discipline of any nature whatsoever arising out of games played under its jurisdiction and empowered to use, if necessary, its authority in the preservation and enforcement of good order in accordance with the By-Laws of the Alberta Soccer Association (ASA).
- 7) The Board may make rules governing the practices and procedures in relations to appeals and hearings of any nature. The Board, or its delegates may, at a hearing or appeal receive and base its decision upon evidence adduced at the hearing or appeal and considered by it to be credible or trustworthy in the circumstances of each case.
- 8) Directors may receive remuneration for performance of his / her duties as a Director of the SLBSC, in addition to out-of-pocket expenses incurred in the performance of his / her duties.

Article 15 Vacancies

The office of a member of the Board of Directors may be vacated:



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- 1) i) Upon resignation, in writing.
 - ii) If he / she absents him / herself from two (2) meetings per year of the Board without unsatisfactory reasons.
 - iii) If he / she be removed by resolution of the SLBSC for good and sufficient cause.
 - 2) Should a vacancy occur on the Board of Directors, the Board may appoint a person to fill the vacancy before the next Annual General Meeting.

Article 16 Financials

- 1) The fiscal year of the SLBSC shall be from the 1st day of September to the 31st day of August following, both inclusive. A copy of the Annual Financial Statement shall be forwarded to each Board Member of the SLBSC, prior to the Annual General Meeting.
- 2) The accounts of the SLBSC will acquire an annual audit on the financial statements by a certified accountant as agreed upon by the Board.
- 3) The books and records of the SLBSC may be inspected by any Member of the SLBSC at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.

Article 17 Corporate Seal

The SLBSC is not in possession of, nor does it use a Society Seal.

Article 18 Indemnity

Every member of the Board or other servant of the SLBSC shall be indemnified by the SLBSC against all costs, losses, and expenses incurred by them respectively in or about the discharge of their respective duties, except as happens from their own respective willful neglects or defaults.

Article 19 Committees

There shall be established the following committees, which shall be appointed by the Board to hold office during the existence of the Board and shall have such duties and responsibilities as the Board may determine. The President shall be, ex-officio, a member of all committees, as follows:

- 1) Appeals and Discipline
 - a) It shall be the duty of this Committee to hear all appeals made against the decision of the Board.
 - b) The Committee shall investigate all complaints made respecting any Member or registrant of the SLBSC who is alleged to be guilty of unethical practice detrimental to the game. The



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- Committee shall render a decision within two (2) weeks of the completion of the investigation.
- c) The Board shall appoint a Director as Chairman of this Committee. The Chairman will appoint two Directors-at-Large who are at arm's length from the complaint to complete the Committee.
- 2) By-Laws
- a) It shall be the duty of this Committee to be responsible for all matters relating to the By-Laws and for amendments thereto.
 - b) This Committee shall receive and review all resolutions submitted to the SLBSC and present them to the membership at the Annual General Meeting.
 - c) The Chairman of this Committee will be the President.
- 3) The Board may constitute such other Committees, as it deems necessary to ensure the efficient administration of its affairs.

Article 20 Laws of the Game

- a) The SLBSC shall support and maintain the principles of the Laws of the Game as established by Canada Soccer, except as provided herein to accommodate regional differences in age or climatic conditions and the Rules of Play by the Alberta Soccer Association (ASA).
- b) Changes shall come into effect in the playing season immediately following their adoption.

Article 21 Other Regulations

- a) The SLBSC may make other such rules and regulations as may be deemed necessary to promote, develop and govern the game of soccer.
- b) The SLBSC may make other such regulatory measures, as it deems necessary for the efficient administration of the playing structure of the game within its jurisdiction.

Article 22 Monies Owing

- a) All monies owing to the SLBSC by Members shall be due and payable prior to the commencement of league for the Member to be in good standing.
- b) Penalties for late payments or non-payment of monies due shall be as established by the Board.

Article 23 Amendments to the Bylaws

In the future, proposed amendments to the Bylaws shall be made, when necessary, at the Annual General Meeting by the Board of Directors and any Members present, all of which must be in good



standing with the SLBSC. These amendments can only be changed by a Special Resolution of the Members present.

Article 24 Code of Conduct

Members have obligations not only to abide by the By-Laws of the SLBSC but also to act in a manner that evidences their commitment to the principles and intent of the By-Laws.

All Members should expect to be treated equitably and fairly in all matters. Members shall not discriminate against other Members by means of different, unequal, or inconsistent treatment applied to individuals or segments of the Members.

Private interests shall not provide the potential for or the appearance of an opportunity for benefit, wrongdoing, or unethical conduct. It is important to emphasize that conflict of interest relates to the potential for wrongdoing as well as to actual or intended wrongdoing.

Information or data entrusted to Members for use in their capacity or position shall not be disclosed or disseminated in a manner that may cause embarrassment to the SLBSC, or that betrays a trust or confidence.

Members shall at all times exhibit deportment that maintains the SLBSC's reputation and shall at no time harm or hinder the SLBSC or its ability to represent the sport.

No Member shall harass another Member by actions that include, but are not limited to, unwelcome remarks, invitations, requests, gestures, or physical contact that whether indirect or explicit, has the purpose or effect of humiliating, interfering with or creating an intimidating situation for that other Member. Harassment will be considered inappropriate behaviour, be it ethnic, religious, or sexual in nature.

The interaction or involvement of members under the jurisdiction of the SLBSC shall not result in threats, intimidation, or inflicted physical distress between such Members, whether implied or explicit.

Article 25 Conflict of Interest

- a) On election to the position of a Director of the SLBSC the newly elected Director shall immediately disclose, in writing, any personal, professional, or business activity that may be construed as a potential conflict of interest and periodically thereafter update such disclosure.
- b) A Director of the SLBSC shall not permit his / her own interest to conflict in any way with his / her fiduciary responsibilities to the SLBSC.



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- c) A Director of the SLBSC shall not benefit directly or indirectly from any transaction with the SLBSC unless it is to clear advantage of the SLBSC as determined by the Board.
 - d) A Director of the SLBSC shall declare a conflict of interest and abstain from voting on any discussion matter relating specifically to his / her involvement with another soccer organization, private business interest or outside not-for-profit or charitable organization.
 - e) A Director may receive remuneration for performance of his / her duties as a Director of the SLBSC, in addition to out-of-pocket expenses incurred in the performance of his / her duties.
 - f) Any deviation or perceived deviation from these Conflict of Interest rules shall be acted on only if reported, in writing, by the complainant to the Board-at-Large of the SLBSC.
 - g) Any Director who, by personal or business conduct violates any part of Article 25 may be suspended from the Board of Directors by two-third (2/3) majority vote of the entire Board of the SLBSC after an investigation has been made at which the Director concerned has been given a proper hearing with a full opportunity to explain his / her action. When such a hearing is being initiated, notice of such hearing shall be given to all concerned, in writing, not less than seven (7) days before such hearing. Such suspension will remain in effect until ratified by the membership of the SLBSC at its next Annual General Meeting.

Article 26 Administration of Disputes

Members, players, referees, or officials shall not refer disputes with the SLBSC or any other soccer association to a court of law but shall be required to submit any disagreements to the jurisdiction of the SLBSC.

Article 27 Paid Staff of the SLBSC

The SLBSC will keep in their employ a Director of Operations year-round to be paid a set monthly fee as determined by the Board. The Director of Operations will report directly to the President as well as the entire Board of Directors when required to do so.

The responsibilities of this position will be at the discretion of the Board following an annual review that mirrors the fiscal year end of the SLBSC. In addition, a contract will be signed by both the President of the SLBSC and the Director of Operations with the terms as set forth.