



# Bylaws

LOWER ISLAND WOMEN'S SOCCER ASSOCIATION

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## PART 1: AFFILIATIONS

The League shall be affiliated with the Canada Soccer Association and British Columbia Soccer Association; and subject to the Bylaws, Rules and Regulations of those bodies.

## PART 2: INTERPRETATIONS

### 1) Definitions.

a) In these Bylaws, unless the context otherwise requires:

- i. "Adult League" or "Society" or "League" shall refer to Lower Island Women's Soccer Association;
- ii. "League" shall refer to Lower Island Women's Soccer Association;
- iii. "BC Soccer" shall mean the British Columbia Soccer Association;
- iv. "Directors" shall mean the directors of the Lower Island Women's Soccer Association;
- v. "Society Act" shall mean the Societies Act of the Province of British Columbia and regulations thereto, as amended from time to time;
- vi. "Registered Address" of a member shall mean the address as recorded in the register of members;
- vii. "Active Member" shall mean a team within an organization, which becomes and remains an Active member in accordance with the Bylaws. An Active member shall have the right to vote as set out in the Bylaws;
- viii. "Life Member" shall mean a person who becomes and remains a Life Member in accordance with these Bylaws. A Life Member shall have a voice but no vote at General meetings of the League;
- ix. "Club" or "Adult Club" shall mean an organization operating as a team or a group of teams;
- x. "Team" shall mean a soccer team with not less than eleven registered players, plus team officials, whose application for affiliation has been validated by the League Registrar or designate for the current playing season;
- xi. "Registered Player" shall mean a person whose application for registration with the League has been validated by the League Registrar for the current playing season;
- xii. "Board" shall mean the Board of Directors of the League;
- xiii. "Special Resolution" shall mean a resolution passed in a General Meeting or Annual General Meeting by a majority of not less than 75% of the votes of those delegates present;
- xiv. "Ordinary Resolution" shall mean a resolution passed in a General Meeting or Annual General Meeting by a simple majority (50%+1) of the votes of those delegates present.

2) Words importing the singular include the plural and vice versa, and words importing a male person include a female person, a corporation, and any other organization or association, whether incorporated or unincorporated, as the context may require.

## PART 3: MEMBERSHIP

1) The members of the League are the applicants for incorporation of the League, and those individuals who subsequently become members, in accordance with these Bylaws and, in either case, have not ceased to be members in good standing.

- 2) A team and/or individual, as applicable, may apply for membership in the League and upon acceptance by the League pursuant to the terms of this Part 3, becomes a member.
- 3) Every active member and life member must uphold the Constitution and comply with these Bylaws.
- 4) There are two (2) classes of Membership (Active and Life):

#### **ACTIVE MEMBERSHIP**

Active Membership shall be open to adult Teams that meet the following criteria:

- a) are duly constituted Teams;
- b) are represented by one Registered Team Official, who shall be the Active Member, duly identified by the Team and registered with the League;

#### **LIFE MEMBERSHIP**

The Board may confer a Life Membership upon a person who has rendered valuable service to the League. Life Members are afforded all rights of Membership and shall have a voice but no vote at a General Meeting or Annual General Meeting of the League.

#### 5) Membership Fees

The annual membership fees shall be set by the Board and ratified by the membership at a General Meeting or Annual General Meeting of the League. All members are subject to the membership fees, including life members.

#### 6) Approval of New Members

An individual qualified to be a member may be accepted into Active Membership upon:

- a) submitting an application to the Board showing good and sufficient need for such an application and other documentation as required by the Board; and
- b) obtaining the approval of the Board.

#### 7) Membership Renewal

- a) Membership shall cease at the end of each playing season (as defined by BC Soccer).
- b) Membership shall only be renewed by completing the required registration documentation and the payment of any fees on an annual basis.

#### 8) Rights of Active Members

Active Members shall be accorded the following rights where applicable based on membership type:

- a) to be governed in accordance with BC Soccer and the League's published rules;
- b) to participate in BC Soccer sanctioned competitions and tournaments;
- c) to participate in BC Soccer sanctioned programs such as player, coach and referee development;
- d) to participate in League sanctioned programs;
- e) to attend and vote at all general meetings called by the League; and
- f) to participate in BC Soccer Insurance Plan.

## 9) Discipline of a Member

- a) A member may be fined, placed on probation or performance bond, censured, suspended or expelled from membership for cause after lodgement of a formal complaint that is substantiated at a hearing held in accordance with the Respective Governing Body and in the case that the rules of the Respective Governing Body are silent, BC Soccer's published rules.
- b) The Board may suspend a member without a formal complaint and hearing in extraordinary circumstances, as determined by the Board. The Board shall provide reasons for the proposed suspension and request submissions be provided by the member at issue in writing or verbally within seven days from the date of the notice. Such submissions, if any, shall be considered and a final decision made by the Board.
- c) The members may discipline or remove a member by special resolution at a meeting of the members, provided the meeting notice states the proposed reasons for the discipline or removal, and the member is provided with an opportunity to be heard at the meeting either orally or in writing.
- d) A member that is suspended loses all rights of membership until the suspension has been completed.

## 10) Termination of Membership

Membership in the League shall be deemed to have been terminated:

- a) if the member submits a signed letter of withdrawal to the League;
- b) if the member is expelled;
- c) if the member dies, or in the case of a corporation or society, is dissolved;
- d) if the member is not in good standing for a period of six months; or
- e) if the member fails to renew annual membership in accordance with the Bylaws.

## 11) Members Not in Good Standing

The Board may declare a member to be not in good standing who has failed to pay the current annual membership fee, if any, or any other subscription or debt due and owing by the member to the League or fails to comply with the requirements of these Bylaws. As long as the debt remains unpaid and/or noncompliance remains, the member is not in good standing and loses all rights of membership.

## PART 4: BOARD OF DIRECTORS

- 1) Election into office as a director of the League shall be held at the Annual General meeting of the League each year. The League shall be governed by a Board which shall consist of up to eleven (11) Directors who are currently residents of the Province of British Columbia and have been residents of British Columbia for a minimum of six months preceding the election. Election into office as a director of the Society shall be held at the Annual General Meeting of the Society each year.
  - a) These individuals shall hold the positions of:
    - i) President or Chair
    - ii) Vice-President or Vice Chair
    - iii) Treasurer
    - iv) Secretary
    - v) Risk Management Officer
    - vi) 6 Directors-At-Large

- b) A director may hold more than one office, except President/Chair and Vice-President/Vice Chair; and must complete a conflict-of-interest and confidentiality attestation
- c) A director may not be an employee of a member under the jurisdiction of the Society.
- d) A newly elected President/Chair and Vice-President/Vice-chair must relinquish all positions with a member within a period of thirty (30) days.
- e) A director shall be nineteen (19) years of age or older and shall not be an undischarged bankrupt.
- f) A director shall serve for a term of 2 years or until his or her successor is elected or appointed.
  - i. In even calendar years, five (5) directors shall be elected;
  - ii. In odd calendar years, the remaining five (5) directors shall be elected;

## 2) Employees

- a) The Board may engage paid employees as it shall deem necessary. Such persons shall have such authority and responsibility, as the Board shall determine and shall have a voice but no vote at meetings.
- b) The remuneration of any agent or employee of the Society shall be fixed by the Board.
- c) The Board shall assess the need for and affix the bond requirements of its officers, agents, or employees who have control of the funds of the Society.

## 3) Director Resignation and Vacancy

- a) A director may resign their position by submitting a signed letter of resignation to the League.
- b) A vacancy on the Board, caused by removal, resignation, incapacity or death, shall be filled by a majority vote of the Board. The successor director shall hold their incumbent's position for the remainder of the term being filled or until the next annual meeting of the members, whichever comes first.

## 4) Removal of Director

- a) a director shall automatically be removed from their position if:
  - i) they cease to be qualified as set out in the Act or these bylaws; or ii) they become, or are discovered to be, an undischarged bankrupt.
- b) A director may be removed from their position by resolution of the Board if:
  - i) they become incapable of performing the business of the League;
  - ii) they are absent from two (2) or more regularly scheduled meetings of the Board in a year without satisfactory reason;
  - iii) they are no longer domiciled in British Columbia;
  - iv) they have failed to properly account for monies or other property belonging to the League;
  - v) they have been found guilty of a criminal offence regardless of whether or not the offence directly affected the League; or

vi) they have been found guilty by BC Soccer of failing to act in accordance with the Conflict of Interest Policy and Conduct, Ethics and Discipline Standards and Policy of BC Soccer.

Such removal shall require the Board to give to all Board members, including the subject director, of a minimum of 14 days' notice of a hearing to consider the removal of a director. The subject director shall be given an opportunity to present evidence at the hearing. The decision to remove a director must be passed by a minimum two-thirds (2/3) majority vote of the directors present at the meeting.

- c) A director may be removed by the membership provided:
- i) the director is given the opportunity to present evidence in their defense at the next duly constituted meeting of the members;
  - ii) all members are given a minimum of thirty (30) days' notice of this agenda item prior to the members' meeting; and
  - iii) the decision to remove a director must be passed by a minimum two-thirds majority vote of the members present at the meeting.

#### 5) Conflict of Interest and Standards of Conduct

The directors and senior managers shall adhere to the BC Soccer's Conflict of Interest Policy and Conduct, Ethics and Discipline Standards and Policy as amended from time to time and the procedure for disclosure and recordation of conflicts as set out in the Act.

#### 6) It shall be the duty and responsibility of the Board of Directors in accordance with the Society Act of BC to do the following:

- a) The Board shall conduct the business of the League during the periods between General Meetings of the League and in accordance with the authority granted to it in the Bylaws of the League.
- b) The Board shall be responsible for the appointment and removal of appointments of all positions within the League except for those positions elected by the membership of the League. This shall include the appointment of volunteer and paid positions within the League's operations.
- c) The Board may also revoke, for good and sufficient cause, any volunteer appointment providing that it has provided that volunteer the opportunity to give cause why such revocation should not take place.
- d) Ensure the minutes of the Board of Directors and Executive Committee meeting proceedings are properly recorded and filed in a special minute book set aside for that purpose;
- e) Organize an annual general meeting or any other general meetings as called for by the members;

#### 7) Duties of Directors

##### a) President [Chair]

The President shall preside at all General Meetings of the League and of the Board. The President shall be an ex officio member of all committees, except any nominations committee; shall appoint all chairs of standing and special committees subject to ratification by the Board; shall coordinate all duties of the Board, committees, staff; and shall be the spokesperson for the League. The President has no authority to act unless directed to do so by the Board.

b) Vice-President [Vice-Chair]

The Vice President shall carry out the duties of the PRESIDENT during their absence. If the President is unable to act as PRESIDENT for any specific reason, the Vice President shall be appointed by the PRESIDENT or by the Board of Directors to assume the full responsibilities of the office of the President.

c) Treasurer

The Treasurer shall: ensure that full and accurate records are kept of the accounts of the League; shall report to the Board at least once per quarter; and shall submit an Annual Financial Report to annual meetings of the members.

d) Secretary

The Secretary shall: keep a record of all minutes of the organization; keep on file all committee reports; notify officers and committee members of their election or appointment; furnish committees with those documents required to perform their duties; sign all certified copies of acts of the organization, unless otherwise specified in the League's published rules; maintain record books in which the constitution, published rules and minutes are entered and to have the current record books available at each meeting; to send out to the membership a notice of each meeting of the members; to send out to the Board notice of each meeting; conduct the general correspondence of the organization that is not the proper function of another office or committee; prepare, prior to each meeting in consultation with the presiding officer, an order of business; and in the absence of the president and vice-president to preside until the immediate election or appointment of a new presiding officer. e) Other Director Positions

The duties of other Director Positions shall be determined by the Board.

8) Nominations and Elections:

- a) Nominations for positions on the Board may be made by any member at the annual meeting of the members.
- b) Nominations and elections for open positions shall be held in the order of the positions listed in the Bylaws.
- c) Election shall be by secret ballot, but in the event only one candidate is nominated, no vote is required and the nominated candidate shall be declared elected by acclamation.
- i) All Directors shall be elected by a majority vote in the following order:
  - i. President [Chair]
  - ii. Vice President [Vice Chair]
  - iii. Treasurer
  - iv. Remaining Directors

9) Authority of President or Chair. The President or Chair shall speak on behalf of the League based on the direction of the Board.

## PART 5: MEETINGS

### 1) General Meetings

- a) An official notice of each meeting of the members shall be given to all members at least 7 days before the meeting is to be held, at such place, and at such date as the Board may determine.

Such notification shall be by:

- i) personal delivery;
  - ii) regular mail;
  - iii) e-mail, where an e-mail address has been provided by a member for that purpose; or
  - iv) fax, where a facsimile address has been provided for that purpose.
- b) A quorum shall be those present at a duly constituted general meeting of the members or a minimum of three (3) voting members, whichever is the greater. Any question shall be decided by a majority of the votes unless otherwise required by these Bylaws.
- c) In the event a quorum is not achieved at the meeting, the meeting will be adjourned for seventy-two (72) hours at which time it will be reconvened with those voting members who are present.
- d) The accidental omission of notice does not invalidate the proceedings of that meeting.

### 2) Annual Meeting of the Members

The League shall hold its annual meeting of the members no later than **June 1** of each year. The agenda of the meeting shall include:

1. Roll Call;
2. Credentials Report;
3. Minutes of Previous annual meeting of the members;
4. President's (Chair's) Address;
5. Officers' Reports;
6. Treasurer's Report;
7. Auditor's Report;
8. Appointment of Auditors;
9. Other Reports;
10. Unfinished Business;
11. Amendments to the By-Laws;
12. Election of Officers and Directors;
13. Any Other Business; and
14. Adjournment.

### 3) Requisitioning a Meeting of the Members

#### a) A meeting of the members of the League:

- i) may be called by the Board by its own motion; or
- ii) shall be called by the Board upon receipt of a written request submitted to the League by registered mail, courier service, hand delivery, fax or e-mail, signed by members in good standing and entitled to vote representing not less than ten percent (10%) of the voting membership and complying with the requirements for members to requisition a general meeting under the Act.

- b) The meeting of members shall be held within twenty-one (21) days of receipt of the written request from the Members. The Board has twenty (20) days after receipt to hold the meeting of the members. If it does not, on the twenty-first (21st) day, the Members who requisitioned the meeting may call a meeting per the notice requirements in these bylaws and the Societies Act. Only the business set out in the notice to the meeting of the members shall be considered.

### 4) Voting at annual meeting of the members:

At meetings of the members, a Team's Registered Team Official shall represent that Team. Only one Registered Team Official may be an Active Member at one time, and only for one League Team. Voting by proxy is not allowed.

### 5) Board Meeting

- a) The Board shall meet whenever the chair deems it necessary, or is instructed to do so by a majority of the Board, but in any case shall meet at least once every two months. The Board shall meet at least **six (6)** times per year. Notice of the time and place of each meeting shall be given by the President [Chair] or Secretary to all directors at least fourteen (14) days before the meeting is to be held.
- b) A majority of the members of the Board shall form a quorum at all meetings of the Board. Questions arising at any meeting shall be decided by a majority of votes where each director is entitled to cast one vote.

## PART 6: COMMITTEES

The membership at any meeting of the members, or the Board at any meeting of the Board, may establish a standing committee or special committee to carry out specific business or programs of the League.

## PART 7: PROCEDURES GOVERNING MEETINGS

All meetings of the League shall be conducted in person or via video/teleconferencing and in accordance with the most recently published Robert's Rules of Order (see <https://robertsrules.org/>) except as may be otherwise stipulated in this Bylaw or other Rules and Regulations of the League.

## PART 8: BY-LAWS AND AMENDMENTS

- 1) Bylaw amendments may be proposed by the Board, or submitted by a member to the League in writing at least forty-five (45) days prior to a General Meeting of the League; and approved by Special Resolution at a meeting of the members where notice of the proposed amendments has been given.

- 2) All members shall be notified of the proposed Bylaw amendments referred to in subparagraph (1). Such notification shall be made a minimum of seven (7) days prior to the meeting called for that purpose.

## PART 9: RULES AND REGULATIONS

- 1) The League shall maintain all Rules and Regulations, which govern the game of soccer amongst the Active members and Associate members of the Society.
- 2) The Rules and Regulations of the League may be amended by a majority vote of the Board of Directors at any properly constituted meeting of the Board and come into effect as determined by the Board. All amendments shall be ratified by a simple majority of votes eligible to be cast by the Membership present at the next General or Special General Meeting called for that purpose.
- 3) A copy of every change or alteration in the Rules and Regulations shall be forwarded to the membership within fifteen (15) days as well as posted on the association website.
- 4) Proposed amendments or additions to the Rules and Regulations will only be considered if submitted, in writing, to the Society by a member in good standing, or by the Board of Directors of the Society. Notice of motion of the proposed changes or amendments must be received by the Society at least forty-five (45) days prior to any general meeting. The membership shall be circulated with copies of all proposed amendments or changes at least thirty (30) days prior to the General Meeting except as noted in this section. Any changes to the rules and regulations must be approved by a simple majority of the members in attendance. No motion may be placed on the floor that obviates or intends to obviate the intention of this section.

## PART 10: INDEMNITY

- 1) In this Part, “eligible party” has the same meaning as in the Act.
- 2) Indemnification. Subject to the provisions of the Act, the League will indemnify an eligible party against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that eligible party, by reason of his or her holding or having held authority within the League:
  - a) is or may be joined as a party to such legal proceeding or investigative action; or
  - b) is or may be liable for or in respect of a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.
- 3) Advancement of Expenses. To the extent permitted by the Act and these bylaws, all costs, charges and expenses incurred by an eligible party with respect to any legal proceeding or investigative action may be advanced by the League prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the eligible party to repay such amount unless it is ultimately determined that the eligible party is entitled to indemnification hereunder.

- 4) Indemnification Prohibited. Notwithstanding the above, the League shall not indemnify an eligible party against any costs, charges and expenses, including legal and other fees, incurred in connection with any legal proceeding or investigative action, if such eligible party:
  - a) has already been reimbursed for such expenses;
  - b) has been judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault or to have omitted to do anything that he or she ought to have done;
  - c) in relation to the subject matter of the legal proceeding or investigative action, did not act honestly and in good faith with a view to the best interests of the League or subsidiary; or
  - d) in the case of a legal proceeding other than a civil proceeding, did not have reasonable grounds for believing that his or her conduct, in respect of which the legal proceeding or investigative action was brought, was lawful.
- 5) Non-compliance. The failure of an eligible party to comply with the provisions of the Act, of the constitution, or these bylaws will not invalidate any indemnity to which he or she is entitled to under this Part.
- 6) Deemed Contract. Every eligible party on being elected or appointed will be deemed to have contracted with the League upon the terms of the foregoing indemnities.

## PART 11: FINANCE

Financial Statements shall be defined as an annual statement of financial position (balance sheet), statement of operations, and statement of changes in net assets.

- 1) The Financial Statements of the League shall be reviewed annually by a licensed CPA.
- 2) The Financial Statements of the League and the review engagement report shall be presented at the annual meeting of the members. The Financial Statements of the League and review engagement report shall be distributed to the membership at least 10 days before the annual meeting of the members.
- 3) A budget for the following fiscal year shall be prepared by the Board and presented for approval at the annual meeting of the members. The budget shall include all proposed fees.
- 4) The Board of Directors may not cause the League to be indebted or encumbered without seeking the prior approval of the membership, and obtaining prior approval by special resolution.
- 5) Signing officers for financial accounts and executing contracts on behalf of the League shall be a minimum of two (2) directors.
- 6) The fiscal year end will be as determined by the Board.

## PART 12: DISPUTE RESOLUTION

- 1) Any person or organization will not take disputes to ordinary courts of law without first exhausting all available remedies as provided for by independent and duly constituted tribunals recognized under the rules of BC Soccer, Canada Soccer, CONCACAF, or FIFA, as applicable.
- 2) The League shall adhere to any dispute resolution process as published and approved by BC Soccer from time to time (the “Dispute Resolution” process).
- 3) Any member of the League may initiate the Dispute Resolution process by communicating in writing to BC Soccer, with a copy to the League, the nature and facts of the dispute. The BC Soccer, at its discretion, may proceed with the Dispute Resolution process by assigning one or more neutral persons to the dispute.
- 4) The Dispute Resolution process shall not to be used for game discipline, which follows the normal discipline, protests, and appeals process of the League and BC Soccer.
- 5) The League shall make available to any member a copy of the Dispute Resolution process when requested.
- 6) A member shall utilize all appeal and dispute resolution mechanisms prior to civil litigation. BC Soccer and the League support the principles of Alternative Dispute Resolution and are committed to the techniques of mediation and arbitration as effective ways to resolve disputes and to avoid the uncertainty and cost associated with litigation

## PART 13: POLICIES

- 1) The League shall maintain policies that are consistent with the published and approved policies of the BC Soccer. The League may set such additional policies as determined from time to time by the Board.
- 2) The policies shall apply to all employees, directors, officers, volunteers, team officials, game officials, administrators, players, members and registrants of the League.
- 3) The League shall make available to any member a copy of the League’s policies when requested.

## PART 14: APPEALS

- 1) Any registrant or registered organization directly affected by a decision of the League may appeal such decision.
- 2) The denial or termination of membership in the League may be appealed by a non-registered individual or organization.

- 3) A decision of the League may be appealed to BC Soccer, to be conducted in accordance with BC Soccer's published rules. A decision of BC Soccer may be further appealed to the Canadian Soccer Association, to be conducted in accordance with the Canadian Soccer Association's published rules.
- 4) An individual shall not appeal a decision made by the Board regarding the appointment, non-appointment, re-appointment or revocation of an appointment of an individual to any coach or administrator position within the League's operations, except where the selection, appointment and revocation process outlined in the Rules and Regulations has not been followed.
- 5) An individual shall not be entitled to appeal a decision made by the League regarding a player's team assignment on any Club, District, or Regional team.

## PART 15: DEFINITIONS/TERMINOLOGY

Terminology used in this Bylaw shall have the same meaning as used by BC Soccer in its constitution, bylaws and published rules. In the case of a conflict between definitions, the definition used by BC Soccer shall govern.

## PART 16: DISSOLUTION

Upon dissolution of the League, the assets which remain after the payment of all charges and expenses which are properly incurred in winding up, shall be assigned and distributed to such organizations as may be involved in the game of soccer, or to such charitable organization or organizations as may be determined by the members of the League at the time of dissolution. Any assets that are a result of Gaming within the Province of British Columbia shall be returned to the Minister of Finance of the Province of British Columbia.