

Wetaskiwin Soccer Club Bylaws

1.0 Preamble

The Wetaskiwin Soccer Club (referred to as the 'Club' or 'WSC') is a volunteer organization committed to promoting, supporting, and developing soccer for players of all ages in the City of Wetaskiwin, Maskwacis, the County of Wetaskiwin, and surrounding areas. The Club's objectives are:

- 1.1 To promote, develop, and govern soccer within the Club's catchment area.
- 1.2 To provide recreational and competitive soccer programs, encouraging respect, fair play, good character, and sportsmanship.
- 1.3 To support opportunities for social activities and community engagement through soccer.
- 1.4 To encourage participation in amateur soccer and healthy physical activity.
- 1.5 To provide safe equipment and facilities for soccer programs.
- 1.6 To protect and maintain the assets and properties of the Club.
- 1.7 These Bylaws replace and cancel any previous Club Bylaws.

2.0 Affiliation

The Wetaskiwin Soccer Club is affiliated with the Central Alberta Soccer Association (CASA) and the Alberta Soccer Association (ASA). The Club follows the rules and regulations of these organizations.

3.0 Definitions

In these Bylaws, words in the singular include the plural, and words in one gender include all genders. These Bylaws govern the structure, governance, and operations of the Club.

4.0 Organization

The Club consists of an Executive Committee, Directors, and Members as set out in these Bylaws. The Executive Committee is responsible for governing the Club.

- 4.1 These Bylaws take effect following approval at an Annual General Meeting (AGM). The AGM will be held annually before November 30 on a date set by the Executive Committee.
- 4.2 Amendments to these Bylaws may only be made at the AGM as outlined in these Bylaws.

5.0 Membership

Membership in the Club is a privilege, not a right. Membership is open to individuals residing in the City of Wetaskiwin, Maskwacis, the County of Wetaskiwin, and surrounding areas. The Club has the following membership categories:

5.1 Active Members: Parents or guardians of registered youth players with paid fees in the current season.

5.2 Regular Members: Volunteers such as coaches, managers, or officials actively serving the Club.

5.3 Honorary Members: Individuals recognized by the Executive Committee for significant contributions to the Club or the sport of soccer.

6.0 Termination of Membership

6.1 Resignation: A member may resign by providing written notice to the President by mail or official Club email.

6.2 Expulsion: A member may be expelled by Special Resolution at a Special General Meeting for conduct against Club objectives. Expulsion is effective immediately upon approval.

6.3 Children may continue playing for the remainder of the season even if their parent or guardian is suspended.

7.0 Annual General Meeting (AGM)

7.1 The AGM is held annually before November 30 on a date set by the Executive Committee. Members receive at least 14 days' notice through local newspapers, the Club website, or social media.

7.2 Quorum for the AGM is five (5) members, excluding the Executive Committee.

7.3 All eligible members present may vote. The President only votes to break a tie.

7.4 Elections require a simple majority. Contested elections use secret ballot.

7.5 No proxy voting is permitted.

8.0 Order of Business at the AGM

1. Approval of Agenda
2. Minutes of Previous AGM
3. Business Arising from Minutes
4. Executive Committee Reports

5. Bylaw Amendments
6. Election of Executive Committee
7. Appointment of Directors and Honorary Members
8. New Business
9. Adjournment

9.0 Special General Meetings

- 9.1 Called by Executive Committee resolution or written request of three (3) Executive Committee members.
- 9.2 Fourteen (14) days' notice is required.
- 9.3 Only agenda items listed in the notice may be discussed.
- 9.4 Quorum is five (5) members, excluding the Executive Committee.
- 9.5 Voting procedures match those of the AGM.

10.0 Rules of Order

All Club meetings are conducted following the most current version of Robert's Rules of Order.

11.0 Regular Executive Committee Meetings

- 11.1 The Executive Committee meets at least quarterly, called by the President or by written notice from the majority of the Executive Committee.
- 11.2 Quorum is three (3) Executive Committee members.
- 11.3 Each Executive Committee member has one vote. The President votes only in the event of a tie.
- 11.4 Votes are by show of hands unless a secret ballot is requested.
- 11.5 Decisions require a simple majority.
- 11.6 No proxy votes are allowed.
- 11.7 Directors and Leads may attend with voice but no vote.

12.0 Elected Officers

The following positions are elected for two-year terms:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Referee Manager
- Operations Manager

13.0 Elections

Elections are held at the AGM. Uncontested candidates are elected by acclamation.

14.0 Terms of Office

14.1 President, Secretary, and Referee Manager are elected in odd years.

14.2 Vice President, Treasurer, Registrar, and Operations Manager are elected in even years.

14.3 Past President serves a one-year term, renewable by Executive Committee approval.

14.4 Directors and Leads are appointed by the Executive Committee with voice but no vote, including:

- Equipment Director
- Tournament Director
- Technical Director and Leads
- Coaching Leads (U3-U9, U11-U19)
- Fundraising Director
- Webmaster

15.0 Duties of Executive Committee Members

- 15.1 President:
 - Chairs all Club meetings and holds a deciding vote (cast only in a tie).
 - Acts as an ex-officio member on all committees.
 - Prepares meeting agendas and assists in preparing the annual budget.
 - Represents the Club at CASA meetings or appoints a representative if unavailable.
- 15.2 Vice President:
 - Acts as senior officer next to the President and chairs meetings in the President's absence.
 - Chairs the Disciplinary Committee and oversees written complaints.
 - Handles protests and appeals following ASA and CASA guidelines.
- 15.3 Secretary:
 - Keeps records and minutes of all Club meetings and ensures they are accessible after approval.
- 15.4 Treasurer:
 - Manages all Club finances, deposits, payments, and financial reporting.
 - Prepares annual budgets and financial statements for AGM and returns for government agencies.
 - Requires two signatures (from designated Executive members) on all Club financial transactions.
- 15.5 Registrar:
 - Manages registration processes and maintains up-to-date player and team records.
 - Promotes registration and Club events.
 - Submits required reports to CASA and ASA.
- 15.6 Referee Manager:
 - Oversees recruitment, training, scheduling, and conduct of referees.

- Prepares an annual referee budget.
- Coordinates referee assignments for tournaments in cooperation with the Tournament Director.
- 15.7 Operations Manager:
 - Oversees operational functions, working with Directors including Equipment, Tournament, Technical, Referee, and Webmaster.

16.0 General Duties and Responsibilities

- 16.1 The Executive Committee is responsible to the Club membership, ensuring proper management of policies, finances, and activities.
- 16.2 They are empowered to make rules and address issues in the Club's best interest, even without formal protests.
- 16.3 No Club member may make financial commitments on behalf of the Club without Executive approval.
- 16.4 The Executive Committee handles all protests, appeals, and disputes, following ASA and CASA guidelines.
- 16.5 The Executive Committee may establish rules for appeals and disciplinary procedures.
- 16.6 Decisions may be made based on credible evidence presented at hearings or appeals.
- 16.7 Internal Club disputes are resolved by the Executive Committee.
- 16.8 Executive members will be reimbursed for out-of-town travel expenses according to the current Government of Alberta rate.

17.0 Appointed Officers

- The Executive Committee may appoint up to three (3) additional officers for specific duties. These appointees are non-voting positions.

18.0 Vacancies

- 18.1 Vacancies may occur by written resignation, removal, or death.
- 18.2 The Executive Committee may appoint a replacement to serve until the next AGM.
- 18.3 Resignations take effect after one month's notice or upon acceptance by the Club.
- 18.4 Executive members may be removed by majority vote at a Special General Meeting.
- 18.5 Failure to attend three consecutive meetings without valid excuse may result in removal.
- 18.6 All members must follow a Code of Conduct and avoid conflicts of interest.
- 18.7 Couples on the Executive Committee share one (1) vote.

19.0 Financial Management

- 19.1 Fiscal Year: The fiscal year runs from January 1 to December 31.
- 19.2 Audits: An independent audit will be completed annually and presented at the AGM.
- 19.3 Borrowing: The Club may borrow funds when necessary for Club operations.

- 19.4 Signing Authority: Any two (2) of the following must sign financial documents: President, Vice President, Secretary, Treasurer, Registrar, Referee Manager, or Operations Manager.

20.0 Club Seal

- The Club shall not use a seal.

21.0 Indemnity

- Executive members and volunteers are indemnified against costs or losses incurred in good faith while performing their duties.

22.0 Amending the By-Laws

- 22.1 By-laws may be amended by a 75% majority vote at the AGM or a Special Meeting.
- 22.2 Notice of any proposed changes must be provided with the meeting notice.
- 22.3 Amendments take effect after approval and filing with Alberta Corporate Registry.

23.0 Dissolution

- Upon dissolution, Club assets will be held in trust by the City of Wetaskiwin Recreation Department for five (5) years, with no disposal during that period.