

# Bylaws of The British Columbia Christian Soccer League (the “Society”)

## Article 1 – Definitions and Interpretation

1. In these Bylaws, unless the context otherwise requires:
  - 1.1 “**Act**” means the *Societies Act* of British Columbia, as amended from time to time;
  - 1.2 “**Affiliated Church Participant**” has the meaning set forth in section 14.1;
  - 1.3 “**Board**” means the board of Directors of the League;
  - 1.4 “**Bylaws**” means these Bylaws, as altered from time to time;
  - 1.5 “**Board Chair**” has the meaning set forth in section 45;
  - 1.6 “**Board Vice Chair**” has the meaning set forth in section 45;
  - 1.7 “**Constitution**” means the Constitution of the Society, as altered from time to time;
  - 1.8 “**Director**” means a person elected or appointed to serve on the Board pursuant to these Bylaws;
  - 1.9 “**Discipline Committee**” means the committee chaired by the Vice President and composed of members approved by the Board, responsible for overseeing League discipline matters, as set out in Article 6 of these Bylaws;
  - 1.10 “**Executive Committee**” means the committee composed of the officers of the League, responsible for managing the League's operations, as outlined in these Bylaws;
  - 1.11 “**Interim Director**” means a Director appointed by the Board in accordance with section 42.3 to fill a vacancy on the Board until the next annual general meeting of the League, or as otherwise provided in sections 42.3 and 42.4 of these Bylaws;
  - 1.12 “**League**” means the Society;
  - 1.13 “**League Participant**” means a player, Manager, coach, Director or officer of the League;
  - 1.14 “**Manager**” means an individual appointed by a Team and approved by the League to oversee a Team’s operations, as set out in Article 2 – Part 3 of these Bylaws, who shall, by default, act as that Team’s voting representative in League matters;

- 1.15 **“Non-Affiliated Church Participant”** has the meaning set forth in section 14.2;
  - 1.16 **“Non-Team Participant”** has the meaning set forth in section 14.4;
  - 1.17 **“President”** means an officer of the League with the duties and responsibilities set forth in section 54 of these Bylaws;
  - 1.18 **“Registrar”** means an officer of the League with the duties and responsibilities set forth in section 60;
  - 1.19 **“Regulations”** means the rules and guidelines of the League, as approved by the Board, that set out the purpose of the League and clarify the application of these Bylaws, to which the Regulations are subordinate;
  - 1.20 **“Scheduler”** means an officer of the League with the duties and responsibilities set forth in section 58;
  - 1.21 **“Secretary”** means an officer of the League with the duties and responsibilities set forth in section 57;
  - 1.22 **“Statistician”** means an officer of the League with the duties and responsibilities set forth in section 59;
  - 1.23 **“Team”** means an entity registered to participate in the League, consisting of approved players, Managers, and coaches, and governed by the Constitution, Regulations and these Bylaws, as set out in Article 2 – Part 1 of these Bylaws;
  - 1.24 **“Team Roster”** has the meaning set forth in section 12;
  - 1.25 **“Treasurer”** means an officer of the League with the duties and responsibilities set forth in section 56;
  - 1.26 **“Unaffiliated Participant”** has the meaning set forth in section 14.3; and
  - 1.27 **“Vice President”** means an officer of the League with the duties and responsibilities set forth in section 55.
2. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

## **Article 2 – The League**

- 3. The League consists of Teams and League Participants.
- 4. Each Team is eligible to vote, provided it is in good standing with the League.

5. A Team is in good standing when they have been approved for the latest or current season, any fees or fines outstanding are not past their due date, and they are not suspended or under notice of removal.
  - 5.1. The Regulations may also define disciplinary situations resulting in a Team not being in good standing and how that Team can remedy the situation.
6. Each Team is allotted one vote which, by default, is assigned to the Manager of the Team.
  - 6.1. League Participants are non-voting members of the League.

### **Part 1 - Teams**

7. Each Team must be affiliated with at least one (1) church.
8. Each Team must be established upon a core of no less than two-thirds (2/3) of players that are Affiliated and/or Non-Affiliated Church Participants who agree to uphold and embody the purposes of the League, as set out in the Regulations.
9. Each Team will be governed by these Bylaws, as well as the Constitution and Regulations of the League.
10. Each Team in good standing must ensure that one of their registered and approved League Participants is their designated voting member at League meetings.
11. The Board or its designate will approve the addition of each Manager, coach, or player onto a Team Roster.
12. A Team Roster lists approved players that form a respective team (each a “**Team Roster**”). Each Team Roster will have a maximum of thirty (30) approved players and a minimum of fifteen (15) approved players.
  - 12.1. Each Team may only use approved players, Managers, or coaches on their Team Roster.
  - 12.2. If a Manager or coach is not a player, they do not count toward the prescribed limits of a Team Roster.
  - 12.3. A League Participant may not be registered with more than one Team.
13. Player transfers between Teams are eligible until the mid-season transfer deadline, with the deadline to be established by the Executive Committee and published annually in the Regulations.
  - 13.1. Each player is eligible to make only one (1) Team transfer per season.

## Part 2 – League Participants

14. Each League Participant must belong to one of the following four (4) categories:
  - 14.1. a League Participant who calls a church that is affiliated with a Team their home church and primary place of worship (each a “**Affiliated Church Participant**”);
  - 14.2. a League Participant who calls a church other than the Team’s affiliated church or churches their home church and primary place of worship (each a “**Non-Affiliated Church Participant**”);
  - 14.3. a League Participant who does not attend a church (each an “**Unaffiliated Participant**”);  
or
  - 14.4. a League Participant who does not belong to a Team but is involved in the League as a Director or officer, or who has been engaged by the Directors or the Executive Committee to support the League (each an “**Non-Team Participant**”).
15. Each League Participant must participate as an Affiliated Church Participant if their home church has one (1) or more team(s) in the League and has room on their roster(s).
  - 15.1. Players may join another church team as a Non-Affiliated Church Participant only if their home church team(s) roster(s) is/are full or if their home church does not have a team in the League.
  - 15.2. The Executive Committee may consider any special case exemptions.
16. Each League Participant must provide the Board with a complete copy of the League’s Release of Liability and Assumption of Risk, a standardized form of which is included in the Regulations as an Appendix.
17. The Board may remove a League Participant from participating in the League on the recommendation of the Discipline Committee.

## Part 3 - Managers

18. Each Team will have one (1) Manager per season. In the event that a Manager must be replaced, the Team should contact the Board for their approval as quickly as possible.
  - 18.1. Multi-church Teams must only appoint one (1) Manager.
  - 18.2. The League may approve one (1) assistant manager per Team to assist with maintenance and operation of the Team.

19. The qualifications of a Manager include a credible testimony of faith in Christ and written pastoral consent to manage the team on behalf of the church.
20. Managers are responsible for providing supervision of their Team's coaches and players in alignment with the purposes of the League's.
21. Managers shall receive access to the League website and shall accept responsibility for confidentiality of that access.
  - 21.1. Managers must promptly report any evidence of security breach to the Executive Committee.
22. Should a Team have players under the age of nineteen (19), the Manager must submit a criminal record check including vulnerable sector screening to the Registrar. A criminal record check with vulnerable sector screening will be considered valid until three (3) years after the date of the screening.
23. Managers must make every effort to attend all meetings of the League. If necessary, a representative may be sent to represent the Team as a proxy with the power to vote on agenda items.
24. Managers must be Affiliated Church Participants.

#### **Part 4 - Coaches**

25. Each Team may appoint up to three (3) coaches. Teams are not required to have any designated coaches.
26. Should a Team have players under the age of nineteen (19), all coaches must submit a criminal record check including vulnerable sector screening to the Registrar. A criminal record check with vulnerable sector screening will be considered valid until three (3) years after the date of the screening.
27. Coaches must be approved by the Manager of their Team.
28. Coaches must be Affiliated Church Participants or Non-Affiliated Church Participants.

#### **Part 5 - Players**

29. Players must be at least sixteen (16) years old by December 31st of the current season's calendar year.
30. Players must be approved by the Manager of their Team and the Board or their designate each season.

## **Article 3 – Governance**

### **Part 1 - Meetings**

31. A general meeting must be held at the time and place the Board determines, subject to the Act. Every meeting, other than an annual general meeting, is an extraordinary general meeting.
32. Notice of a general meeting of the League must be given to members at least twenty-one (21) days prior to the meeting. Such notice must indicate the purpose of the meeting and the list of currently nominated Board members for re-election.
33. The proposed agenda and written reports for the annual general meeting (AGM) will be made available to League members seven (7) days prior to the AGM.
34. The AGM of the League must be held once per calendar year prior to the month of April on a date set by the Board.
35. Financial statements and auditor's reports, if any, of the previous season, and the budget for the upcoming season, must be presented at the AGM.
36. A general meeting must be called by the Board when requested in writing by at least ten (10) percent of the voting members of the League. Requests made to the Board must include a brief written statement of the purpose for the proposed general meeting.
37. Unless otherwise required under these Bylaws or by the Act, quorum for a general meeting is twenty-five (25) percent of members in good standing with the League.
38. For a general meeting where amendments to these Bylaws or the Regulations are being considered, or financial matters involving the allocation, expenditure, or commitment of League funds exceeding \$20,000, are on the agenda, quorum is two-thirds (2/3) of members in good standing with the League.
39. Each Team is entitled to one (1) vote. Voting by proxy is allowed with written authorization submitted to the Board at least three (3) days prior to the meeting.
40. Notification of additional routine meetings of the League will be included in the Regulations.

### **Part 2 – The Board**

41. The Board must ensure effective governance of the League through the structures set out in these Bylaws and supervision of the Executive Committee. The Executive Committee remains accountable to the Board, which retains final decision-making authority unless otherwise specified in these Bylaws.

42. The Board shall have a minimum of four (4) and a maximum of eleven (11) members. The minimum and maximum number of members on the Board must be reconsidered annually by the Board at the AGM.
  - 42.1. A Director may be removed from the Board by special resolution of the voting members of the League.
  - 42.2. A Director may resign from the Board during their term. Unless such a resignation causes the number of Board members to fall below the minimum required under these Bylaws, a replacement will not be required until the next AGM.
  - 42.3. If a resignation of a Director from the Board causes the number of Board members to fall below the minimum required under these Bylaws, then the Board shall appoint an Interim Director by a two-thirds (2/3) majority vote, which must include votes from the President and Vice President.
  - 42.4. An Interim Director elected pursuant to section 42.3 of these Bylaws shall serve until the next AGM of the League, at which time a permanent replacement may be elected. If no replacement is elected, the Interim Director may continue to serve for up to one (1) additional year.
  - 42.5. An Interim Director has the power of a Director under the Act and will be filed as a Director with the Society's records.
43. Board members are elected at the AGM for a three (3) year term and must receive a two-thirds (2/3) majority of the votes present.
44. Any registered League Participant is eligible to be elected and serve on the Board for a three (3) year term.
45. The Board must appoint from its members a chair of the Board (the "**Board Chair**") and a vice chair of the Board (the "**Board Vice Chair**").
46. The Board Chair is responsible to preside at meetings of the Board, and the Board Vice Chair or delegate will document minutes and a record of decisions at Board meetings.
47. The Board Chair is responsible for presiding at general meetings and the Secretary or delegate will document minutes and record of decisions at general meetings.
48. Members of the Board may also hold a position on the Executive Committee.
  - 48.1. The Board Chair may not hold the position of President, Vice President or Treasurer.
49. Persons who are not members of the Board may be present at a Board meeting or portion thereof at the invitation of the Board.

50. A meeting of the Board is deemed to have taken place if the Board Chair or acting Board Chair has notified the Directors either in person or by email that a meeting, either in person or remotely, is a meeting of the Board. Minutes and records of decisions of all said meetings will be kept by the Board.
51. When voting on Board matters, in the event of a split vote, the Board Chair has a second vote.
52. The Board shall be the final interpreter of League policies. Where there is a dispute over the meaning or application of a policy of the League, the Board's interpretation shall be binding, unless overturned by a special resolution of the members at a duly called general meeting.

### **Part 3 – Officers**

53. The Board shall appoint officers of the League each year – being the President, Vice President, Secretary, Treasurer, Scheduler, Statistician and Registrar. The officers of the League will manage the operations of the League and form the Executive Committee.
54. The President shall:
  - 54.1. preside at all meetings of the Executive Committee;
  - 54.2. supervise the other officers in the execution of their duties;
  - 54.3. chair meetings, appoint committees with terms of reference;
  - 54.4. be informed promptly of any significant incidents involving the League, including without limitation, legal, financial, disciplinary or other material issues that may impact the League's operations, reputation or compliance obligations;
  - 54.5. ensure that the Board Chair is aware of significant incidents it is informed of pursuant to section 54.4;
  - 54.6. initiate or cause to be initiated an incident log that records the report or event of an incident, actions taken and resolution;
  - 54.7. act as the primary public facing representative of the League unless the role is otherwise assigned; and
  - 54.8. any other duties assigned in the Regulations.
55. The Vice President shall:
  - 55.1. carry out the duties of the President in their absence;



- 55.2. assist in the management and supervision of officers;
  - 55.3. oversee all matters of League discipline, as chair of the Discipline Committee; and
  - 55.4. any other duties assigned in the Regulations.
56. The Treasurer shall:
- 56.1. keep financial records, including books of accounts, as are necessary to comply with the Act;
  - 56.2. render financial statements and budgets to the Directors, League members and others at the AGM of the League, or when otherwise required;
  - 56.3. ensure that adequate internal controls are in place to protect the League's assets; and
  - 56.4. any other duties assigned in the Regulations.
57. The Secretary shall:
- 57.1. conduct the correspondence of the League;
  - 57.2. keep minutes of all meetings of the League;
  - 57.3. maintain custody of all records and documents of the League except those required to be kept by the treasurer pursuant to section 56 of these Bylaws; and
  - 57.4. any other duties assigned in the Regulations.
58. The Scheduler shall:
- 58.1. ensure that all required field permits are obtained for appropriate municipalities;
  - 58.2. produce the schedule of regular season and playoff games, and ensure the schedule is posted to the League website;
  - 58.3. communicate the schedule to referee coordinator so they can arrange the necessary referees;
  - 58.4. reschedule games as required;
  - 58.5. in the event of forfeit with less than twenty-four (24) hour notice, ensure that referees are paid by the forfeiting Team;
  - 58.6. provide the Treasurer with a season-end summary of forfeits for the purpose of fines against Team bond; and

- 58.7. any other duties assigned in the Regulations.
59. The Statistician shall:
  - 59.1. review and confirm each submitted game sheet within twenty-four (24) hours of submission, contact Managers who submit incomplete, illegible or inconsistent game sheets and ensure accurate input of game sheet data entry;
  - 59.2. ensure immediate notification of any red cards to be dealt with by the Disciplinary Committee;
  - 59.3. provide to the Treasurer a season-end summary of yellow and red cards for the purpose of fines against Team bond; and
  - 59.4. any other duties assigned in the Regulations.
60. The Registrar shall:
  - 60.1. maintain a readily available contact list of all prospective Teams, active Teams and Teams that have become defunct within the last two (2) years;
  - 60.2. administer the process of registering new Teams including Managers, coaches, and players;
  - 60.3. maintain permanent records of Managers and coaches criminal record checks;
  - 60.4. administer the process of reviewing and approving existing Teams;
  - 60.5. maintain the register of League members;
  - 60.6. provide timely updates to the Secretary of Team and Manager contact details and status changes to new and existing Teams.
  - 60.7. provide a season-end summary of additions to Team Rosters for the purposes of applying charges against Team bonds, and additional review; and
  - 60.8. any other duties assigned in the Regulations.
61. A meeting of the Executive Committee is deemed to have taken place if the President has notified all Executive Committee members in person or by email that a meeting, whether in person or remote, is a meeting of the Executive Committee. Minutes and records of decisions of all said meetings will be kept by the Executive Committee.
62. The Executive Committee may delegate selective powers to committees which will include one or more Executive Committee members and additional appointees as the Executive Committee sees fit. All supplemental committees must conform to any rules imposed on

them by the Executive Committee and must document and report every act done in exercise of those powers promptly to the President.

63. Supplemental committees may be established annually or periodically to support surge workload at the Executive Committee's discretion, including those related to:

63.1. governance;

63.2. discipline;

63.3. finance;

63.4. scheduling; and

63.5. Team Rosters and registration.

64. Every member of the Board and officer of the League, or other person who has taken or is about to undertake any liability on behalf of the League, and their heirs, executors, administrators, estate and effects, respectively, shall be indemnified and saved harmless by the League, in accordance with the insurance coverage maintained by the League and within the limits prescribed by Part 5 – Division 7 of the Act, from and against:

a) all costs, charges, and expenses reasonably incurred in connection with any action, suit, or proceeding arising from acts or omissions performed honestly, in good faith, with a view to the best interests of the League, and with reasonable grounds to believe that such conduct was lawful, provided that such acts or omissions are not excluded from coverage under insurance maintained by the League; and

b) all other costs, charges, or expenses reasonably incurred in relation to the affairs of the League, except those resulting from willful neglect, default of the League's Bylaws or Regulations, fraud, or intentional misconduct, or where excluded from indemnification under the League's insurance coverage or indemnification is otherwise unavailable under Part 5 – Division 7 of the Act.

#### **Article 4 – Finances**

65. The Treasurer and those appointed by the Board shall be the signing officers for the League bank accounts.

66. The Treasurer must be one of the signing officers of all League-related accounts.

67. The fiscal year of the League shall commence on January 1 and conclude on December 31 of each calendar year.

68. League fees, dues and fines are to be published annually in the Regulations.
69. In the event of the dissolution of the League, the Board will ensure that all residual assets be distributed to one or more bona fide Canadian charitable organizations, or to the British Columbia Soccer Association.

#### **Article 5 – Regulations**

70. The Board, in conjunction with the Executive Committee, is responsible for maintaining the Regulations of the League. Updates to the Regulations will be completed prior to the first meeting of the Managers for the upcoming season.
71. Regulations will be updated by the Executive Committee and approved by the Board.
72. Managers of registered Teams will be notified of any changes to the Regulations.
73. The Regulations will include:
  - 73.1. Important dates for the upcoming season, including but not limited to: pre-season meetings of Managers, AGMs, registration of new and existing Teams, initial Team Roster submission, League structure announcement, mid-season transfer deadline, blackout date deadline, and scheduling deadline.
  - 73.2. League fees for the upcoming season, including but not limited to: Team registration fees, performance bond, season fees, Team Roster transfers, referee fees, forfeit fees and other penalty fees.
  - 73.3. Current procedures, including but not limited to, the process for registering a Team, making changes to a Team Roster, key aspects of the season schedule, the League structure, game equipment requirements, the use of referees, and forfeit and disciplinary policies.

#### **Article 6 - Discipline**

74. The Discipline Committee consists of the Vice President and any other appointees approved by the Board. The Vice President is the chair of the Discipline Committee.
75. The Discipline Committee is authorized to impose penalties, as defined in the Regulations. When discipline involves suspension or removal, the Discipline Committee will make a recommendation to the President who will approve or adjust the decision.
76. In-game discipline will be managed by referees.
  - 76.1. All referees will be accredited through the British Columbia Soccer Association.

- 76.2. In the event that a referee is not present, each Team must provide a referee for one half of the match.
- 77. All League matches will be conducted under current Federation Internationale de Football Association (FIFA) rules, apart from the following amendments:
  - 77.1. Upon receiving a yellow card, all players, excluding goalkeepers, are suspended from play for ten (10) minutes. During a yellow card suspension, Teams may continue to play with eleven (11) players.
  - 77.2. A match lasts for two equal halves of forty-five (45) minutes, which may only be reduced if agreed between the referee and the two (2) Managers prior to the start of a match.
- 78. Complaints regarding inappropriate conduct of Teams, Managers, coaches, players or referees may be submitted to the Vice President for consideration by the Discipline Committee.
- 79. The Discipline Committee will only review red cards, cumulative yellow cards for individual players, and all official complaints submitted to the Vice President.
- 80. Appeals to serious penalties may be made in writing and submitted to the Vice President who will forward incident records to the Board. For clarity, serious penalties include red card offences. The Board will review the appeal and make a final decision, which shall not be subject to any further review.

#### **Article 7 – Amendments**

- 81. Amendments to these Bylaws may be proposed by the Board at a general meeting and shall be valid only if made in accordance with the Act. For clarity, any amendments to these Bylaws must be approved and adopted by a special majority of the voting members present of the League at a duly called meeting for such purpose.
- 82. Suggestions from Teams for amendments to the Bylaws and Regulations shall be directed to the Board or Executive Committee.